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ABSTRACT

An annotated bibliography of special purpose and vocational English as second language (VESL) materials for the limited English proficient was compiled. The entries are first presented by vocational category and then cross referenced by author, language, and language level. Approximately 1,000 items are organized according to 111 vocational fields, 12 languages, and 9 language levels ranging from low beginning to high advanced. Lists of other bibliographies, educational resource materials, journals, and organizational resources, selected articles on VESL topics, and results of a VESL curriculum survey are appended. (RW)

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NEW PERSPECTIVES

VESL (Vocational English as a Second Language):

An Annotated Bibliography

Gustavo Valadez, Project Director

Evergreen Valley College
3095 Yerba Buena Road
San Jose, Ca. 95135-1598
(408) 274-7900, x6674

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Project Monitor: Juan G. Cruz

Project Evaluator: Peter Antony Master

Project Assistant: Larry M. Dahl, MSSW, LCSW

Inquiries: Gustavo Valadez, Project Director
VEA VESL Curriculum Grant
1706 Naglee Avenue
San Jose, Ca. 95126
(408) 297-8343

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TABLE OF CONTENTS

ACKNOWLEDGEMENTS.	vii
DEDICATION.	ix
INTRODUCTION.	1
VOCATION.	7
AUTHOR INDEX.	.357
LANGUAGE.	.373
LANGUAGE LEVEL.	.433
APPENDICES.	.535
APPENDIX A: Other Bibliographies.	.535
APPENDIX B: Resource Materials for Vocational and Bilingual Education and ESP	.541
APPENDIX C: Journals Dedicated to ESP/VESL.	.555
APPENDIX D: Organizational Resources.	.557

APPENDIX E: Selected and Partially Annotated Articles and Presentations on VESL and Related Topics	.565
APPENDIX F: VESL Curriculum Survey/ Questionnaire Results	.579
APPENDIX G: Table of Contents for A MICROFICHE SUPPLEMENT	.587

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For their assistance, a sincere note of thanks goes to my colleagues, Judy McCoy Asgari and Michael Grove. By the end of this project, Michael had developed a "symbiotic" relationship with our office telephone, handling in-coming calls with patience and much grace.

I would especially like to thank Peter Master for his thoughtful, incisive, and thorough comments. Because of Peter's advice, this project is a vast improvement over its original conception.

A grateful thanks is in order to the CATESOL Executive Committee, especially Dr. Steven Ross, for their supporting CATESOL grant allowing me the use of a microprocessor and printer.

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I commend Juan G. Cruz, my project monitor from Sacramento, and Dan Estrada, Vocational Education Consultant to the California Community Colleges, for their understanding, patience, and continued support and belief in me, and for their fine words of encouragement throughout all phases of this project. Without their thoughtful recommendations and suggestions, this project would not have reached its full potential.

To all these people, my heartfelt thanks. Your assistance will
long be remembered.

To my father, Gustavo Valadez, Sr.,

and

to the memory of my mother,
Evangeline Ortiz de Valadez.

INTRODUCTION

In recent years, much attention has been focused on English for specific purposes. This includes the special English generally used in a specific work area, such as a welding shop or an auto body repair shop. Though all share some linguistic features and language characteristics which can be taught in a more general setting, an auto mechanic's English skills and needs, for instance, will be understandably quite different from those of a typist or those of an electrical engineer. Master (1982) cites "white noise" as one factor in the use of a more telegraphic style of English than would be used if the noise level were not so high, indicating that a specific English is used in unique vocational/technical areas.

Much has been written lately on the different "kinds" of English used, according to the setting. Jo Ann Crandall (1979) admirably defines them all, from EGP (English for General Purposes) to VESL (Vocational English as a Second Language). The English Language Institute at Oregon State University, publishers of the highly informative newsletter, English for Specific Purposes, has established an excellent clearinghouse for materials which have been developed and are related to all phases of ESP. Since T. C. Jupp and Susan Hodlin's Industrial English (1975) and Crandall's publication, Adult Vocational ESL, others, most notably, Susan B. Adams, Judy McCoy Asgari, David F. Hemphill, Joann McCarthy and Margaret T. Kang, David Prince and Julia Gage, Toni Thomas, Linda West and Betty Wilkinson, and, more recently, Peter Master, have made conference presentations, written excellent articles and thought-provoking essays, and produced practical bibliographies as well as valuable textbooks and curricular materials relative to the field of vocational English as a second language. What is significant about this current flurry of occupation-specific language activity is that a workable, as well as definable, parameter has been firmly established for VESL. Crandall has given us perhaps the most comprehensive definition: "Vocational ESL...teaches the English required by paraprofessional, semiskilled, and some technical occupations (such as food services, welding, clerical work, and computer programming)." More importantly, she expands this to include "the prevocational language skills necessary for obtaining employment--for example, the ability to read want ads, fill out application forms, and inquire about and understand job benefits and responsibilities." VESL, in a word, is the language necessary for job attainment, maintenance, and advancement. Of

equal significance is the definition given by the Vocational ESL Staff Development Project, Chinatown Resources Development Center: "VESL emphasizes the language skills appropriate for LEP (Limited English Proficient) adults in finding and keeping a job. VESL includes both prevocational and occupation-specific VESL. Prevocational ESL provides general occupational knowledge...to a group of students with mixed employment goals. Occupation-specific VESL provides the language skills needed by a group of students with the same employment goals (e.g., a class of welders or electronic assemblers). VESL can be found in programs that lead to semi-skilled, skilled, technical, and paraprofessional employment (such as food services, welding, electronics assembly, clerical work, and computer programming)."

A third perspective is implicit in both the definitions given above. Though VESL is seen as the "gateway" to job preparedness, and this is particularly true in the case of prevocational ESL, we should also view it as a vehicle by which a vocational or technical course of study is made more available to LEP students. What I mean is that the "pre" in prevocational should involve "previous" language skills training using vocational/technical language. Indeed, some VESL materials have been developed to insure student success in an occupational trade or a technical or scientific endeavor, such as automotive technology, computer programming, or engineering at various levels of higher education. Students are, of course, encouraged to enroll in these ESL vocation/technical language courses before enrolling in their chosen profession. To develop such materials, the curriculum specialists have met with the vocational/technical instructors, have observed, through needs assessments, discourse and tasks analyses, the language the instructors, as well as the texts, use in class and have designed their materials to match those specifications. The analysis is two-pronged: there is a need to prepare students for the vocational field and an additional need to sensitize vocational instructors to the special problems that non-native speakers face in their classes (Toni Thomas, 1981). Frequently, these instructors are not aware of the fact that the language they use is extremely difficult in that it is peppered with regionalisms and idiomatic expressions only native speakers can fully grasp. Additionally, the language they use on their class handouts and tests becomes a block to non-native speakers in that it is often quite convoluted. Once one observes their language and makes them aware of what it is many instructors are doing, they sincerely try to change their "language style," even though what that may mean to them is speaking louder and slower—and we know that by slowing down, speech tends to become more difficult than before. It is

necessary to point out to these well-meaning instructors that simplification does not lead to clarity. They need assistance in re-wording handouts and tests to make sure that the meaning is clear to their students.

This annotated bibliography may disturb some VESL colleagues and quite possibly mislead others, given the title of the project. You will discover that I have gone beyond the scope of VESL oriented works. Indeed, I have opted to include all materials made available to me, either commercially or teacher produced, which belong to the field of ESP, taking that term in its most generic sense. Several reasons have prompted my decision for ESP material inclusion. First, I discovered works in areas other than VESL where theory and practice matched that of many VESL practitioners. In some cases, I felt that the work could assist VESL specialists to further refine their own materials; in other words, the work might serve to stimulate the creative VESL practitioner to produce perhaps better and certainly more innovative VESL materials. As the title of this project suggests, I would hope that the inclusion of general ESP materials might give VESL practitioners "new perspectives."

The initial conception of this project, funded by the Department of Education and the California Community Colleges, was limited to researching VESL materials for LEP students, particularly the Indochinese. As I became involved with locating and grouping materials, I realized that there were other important ethnic groups who were also being served by VESL/ESP specialists, or who could, given the nature of this grant, benefit from an annotated bibliography. After receiving an enthusiastic approval from the project monitor in Sacramento, I decided to enlarge the scope of this grant to include works addressed to meeting the needs of other ethnic groups. There are, expectedly, some limitations to this bibliography. I have attempted, though admittedly not very successfully (particularly at the "survival" level), to reduce the amount of material which has been produced for native speakers of English and can be adapted for VESL use, as well as limit the material which has been simplified for the "disadvantaged" native speaker. Simplification of a text, as mentioned earlier, does not lead necessarily to clarity for the non-native speaker. The texts selected for this bibliography are, in the main, based on solid and tested ESL methodology and techniques.

Perhaps a word is in order here concerning the format and presentation of this annotated bibliography. The bibliography is cross referenced by vocation(s), author index, language(s), and language level(s). The loose leaf binder allows for expansion and for inclusion of your own materials. It is hoped that the dividers will help you find materials more readily. The contents of the microfiche supplement, inserted in the binder pocket, are described in one of the appendices. It includes important bibliographies, resource materials for VESL practitioners, and sample occupation-specific materials. Perhaps the most difficult task was determining the language level for each entry. Basically, "beginning" levels (low-high) are to be interpreted as those materials written in a style appropriate to students who have no knowledge of English. "Intermediate" levels (low-high) are to be interpreted as those materials written in a style appropriate to students who have some knowledge of English and "advanced" (low-high) would be meant for students who have had considerable knowledge and practice of English.

A bibliography of this nature is extremely difficult to create and keep current using traditional means. Having this in mind, I applied for and was awarded by California Teachers of English to Speakers of Other Languages (CATESOL), a grant that would work in conjunction with the present project. The CATESOL grant has allowed me the use of a Xerox computer and a Diablo printer for the purpose of keeping this bibliography up to date. The microprocessor capabilities and the creation of a unique computer program have made it possible to cross reference the materials by the areas mentioned above. As new material is created or discovered, or as someone informs me of new items or publications, I append them to the bibliography via the computer and I have an instantly up-dated bibliography. With your assistance, I hope to have a second edition available within two years.

Finally, a word about the annotations themselves. I have attempted to acquire copies of everything I have included, but in many instances was unable to locate or obtain copies. In those cases, if a catalogue description was available, I used that in place of a personal annotation. In some other cases, I quoted, without acknowledging the source, the annotation provided by other references, usually an annotation from another bibliography. This procedure was necessary because to have footnoted each and every quote would have forced me (due to space limitations) to leave out

many of the entries which I have presently included. However, I have, at all times, indicated such annotations by the use of quotation marks. Regardless of the source, I would hope that these many entries will be of some assistance to you as you research materials in the field of VESL.

The work presented here is far from complete. It is but a beginning. As the title suggests, this bibliography attempts to introduce new perspectives, new concepts in an area that is fast becoming perhaps one of the most exciting within the field of ESL. I welcome any suggestions or additions which may have been overlooked and I encourage you to write me if I have erred in any way on the bibliographical entries.

Copies of this bibliography, sent to various clearinghouses in the U. S., are available through:

ERIC (Educational Resources Information Center)
1960 Kenny Road
Columbus, Ohio 43210
(614) 486-3655

and, in California, where educational resources are available on loan to California educators, through:

VOICE (Vocational and Occupational Information
Center for Educators)
721 Capitol Mall, Fourth Floor
Sacramento, California 95814
(916) 445-0401

Gustavo Valadez
San Jose, California
January, 1983

Since the introduction was written, a few minor changes have been made to the manuscript which I would like to clarify here.

The AUTHOR INDEX does not list each author's bibliographical entries. It is a listing of authors, in alphabetical order, followed by page numbers where that bibliographical information will be found.

The section on LANGUAGE is dedicated exclusively to those works written either in English and one (bilingual) or more languages or in a language other than English (monolingual other than English). Books written in English have been omitted because I felt that practitioners could easily refer to the section on VOCATION for a complete listing of all the bibliographical references. I also felt that VESL practitioners would be more interested in locating entries which might benefit a specific language group--such as Cambodian, Japanese, or Spanish students, clients, or trainees.

In the section on LANGUAGE LEVEL, I excluded any references that were either bilingual, written in more than two languages, or monolingual other than English. These works cannot be classified as a language level because those texts written in a language other than English use "normative" language. Indeed, level of difficulty is not a linguistic problem for those speakers whose native language is that of the texts. These two sections, LANGUAGE and LANGUAGE LEVEL, are thus complementary in that they do not duplicate information yet are still useful cross referencing tools.

G. V.
July, 1983

VOCATION

In this section, the "vocational" categories have been listed in alphabetical order. These categories range from occupational and vocational trades to scientific and technical fields. In addition, general categories, such as careers, consumer education, dictionaries (relating basically to business, science, and technology), survival English skills materials, and prevocational texts have been included. Within each vocation, each item has been arranged alphabetically according to (first) author or, where the author was unknown, according to the publishing company or agency. Those "vocational" areas which were not listed under a unique category have been cross referenced in this index for your convenience.

Accounting.	15
Advertising (see Sales and Merchandising)	.279
Agriculture	19
Air Conditioning and Refrigeration.	23
Air Traffic Control (See Aviation).	45
Air Travel.	25
Anthropology (see Social Sciences).	.291
Architecture.	27
Armed Forces.	29
Army (see Armed Forces)	29
Atomic Energy	31
Autobody Repair	33

Automotive Mechanics.	39
Aviation.	45
Aviation Mechanics (see Aviation)	45
Banking	49
Biology	53
Bookkeeping (see Accounting).	15
Botany.	57
Business.	59
Business Letters.	83
Careers	93
Carpentry	.105
Clerical Work (see Secretarial Sciences).	.283
Commerce (see Business)	59
Commercial Correspondence (see Business Letters). . .	83
Chemistry	.107
Communications.	.109
Community Resources	.113
Computer Programming.	.115
Computer Science.	.117
Construction.	.121
Consumer Education.	.123
Culinary Arts	.129

Data Processing	.133
Dentistry (see Medicine).	.239
Dictionaries.	.135
Drafting.	.147
Economics (see Social Sciences)	.291
Education	.149
Electricity	.151
Electronics	.153
Energy.	.159
Engineering: General	.161
Chemical	.164
Civil.	.165
Electrical	.167
Mechanical	.169
Environmental Studies	.171
Fiberglass.	.173
Food Service (see Culinary Arts).	.129
General Sciences.	.175
Geography (see Social Sciences)	.291
Geology	.193
Government and Law.	.195

Health Sciences	.199
Heating	.203
History (see Social Sciences)	.291
Hotels and Hotel Personnel.	.205
Humanities.	.209
Insurance	.211
International Banking (see Banking)	49
International Business (see International Trade).	.213
International Finance (see Banking)	49
International Trade	.213
Journalism.	.221
Keypunch.	.223
Law (see Government and Law).	.195
Liberal Studies (see Humanities).	.209
Machine Shop.	.225
Machine Trades.	.229
Maintenance Mechanics	.231

Management (see Business)	59
Maritime and Seafaring.	.233
Marketing (see Sales and Merchandising)	.279
Mathematics	.235
Medicine.	.239
Merchant Marines.	.251
Metalworking.	.253
Military Service (see Armed Forces)	29
Mining and Metallurgy	.255
National Defense (see Armed Forces)	29
Navigation (see Maritime and Seafaring)	.233
Navy (see Armed Forces)	29
Nursing Science	.257
Optometry (see Medicine).	.239
Petroleum Industry.	.263
Philosophy (see Social Sciences).	.291
Physics	.267
Plastics Technology	.271
Political Science (see Social Sciences)	.291
Printing.	.273

Psychology (see Social Sciences)	.291
Refrigeration (see Air Conditioning)	23
Restaurants	.275
Sales and Merchandising	.279
Sciences (see General Sciences)	.175
Seafaring (see Maritime and Seafaring)	.233
Secretarial Sciences	.283
Sewing	.289
Social Sciences	.291
Space	.295
Technical Graphics (see Drafting)	.147
Technology	.297
Tourism	.309
Travel and Travel Agencies (see Tourism)	.309
Typing	.313
Upholstery	.315
Urban Planning (see Social Sciences)	.291

Welding	.317
Woodworking	.321
Workshop.	.323
Zoology	.325
Survival Skills	.327
Prevocational: General	.343
Getting a Job.	.347
Keeping a Job.	.353

Accounting; English; Advanced

Costinett, Sandra. The Language of Accounting in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

The subjects covered in this volume on accounting deal with book-keeping, business transactions and financial statements, budgeting, cost accounting, tax accounting, and auditing. The book assumes that students have a thorough understanding of American English grammar (there are no exercises for the development of syntactical structures) and to some extent of general English. Each chapter is structured in the same fashion—special semantical items which will appear in the reading, a vocabulary building exercise which appears to be for oral practice, followed by a long reading on the topic. There is an exercise labelled "discussion" which asks general questions about the reading, a review section which requires filling in blanks, and finally, questions for oral discussion.

Accounting; Spanish/English; Bilingual

Garza Bores, Jaime. Terminología comercial contable y bancaria/ Dictionary of Accounting and Banking Terminology. México, D.F.: Editorial Diana, 1964.

No other information available at this time.

Accounting; English; Intermediate

Institute of Modern Languages. Accounting. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information currently available.

Accounting; English; Intermediate

Institute of Modern Languages. Bookkeeping. Building American Eng-

lish Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Accounting; Spanish/English; Bilingual

Kempf, Constanza. Accounting for Spanish Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Students are introduced to the following topics, all in Spanish: accounting, auditing, recording transactions, business papers, adjusting accounts and preparing statements, closing accounts, accounting for a merchandising concern, accounting systems, purchase of assets used in business, automated data processing, input/output, accounting for cash, the voucher, petty cash fund, payroll accounting, federal security, and state unemployment insurance programs. The teacher's manual gives an excellent survey of Project Mainstream, Truman College. Presenting VESL in a bilingual setting is the approach Truman College has established in its vocational training program in order to make it available to LEPs. At Truman College, "bilingual vocational training provides vocational skills instruction in both the primary or native language of the trainees and in English." In addition, trainees are taught job skills while they learn vocational skills.

The booklet, while teaching accounting in Spanish, provides ample vocabulary words in English (usually in parentheses) following words in Spanish. In this manner, trainees are learning English equivalents so they can "mainstream" into monolingual courses as soon as possible.

Accounting; Korean/English; Bilingual

Lee, Chang Shik. Accounting for Korean-Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Developed under contract by the Truman Bilingual Vocational Center, Project Mainstream, this textbook covers the following topics for Korean students: recording transactions, debit and credit, adjusting accounts, worksheet and closing entry, merchandising accounting, accounting systems, voucher systems, petty cash fund, reconciliations, and payroll accounting.

Accounting; Spanish/English; Bilingual

Macías, Rafael. Terminología contable: lexicografía y vocabulario inglés-español y español-inglés. México, D.F.: Editorial Trellas, 1975.

No other information available at this time.

Accounting; English; Advanced

Rochey-Adams, John. Accounting. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

This is an advanced ESL text using relevant dialogues, structural grammar exercises, and reading passages with comprehension exercises which emphasize the technical terminology. A key to the exercises and a glossary of technical terms are included. There is a 7" tape available.

Accounting; English; Intermediate

Seyfried, Pamela. VESL for Accounting. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Developed under contract by the Truman Bilingual Vocational Center, Project Mainstream, this manual focuses on the kind of English students will need to be successful in their regular accounting class.

The first section of the booklet is based on the student accounting text used at Truman College. The second part deals with structure and pronunciation, and the final section, about half the booklet, deals with helping students find jobs. The author divides the manual into three parts: Technical English, On the Job Communication and Grammar, and Job Finding Skills. Each section has a reading with vocabulary words underlined. Students are to look up the terms and write sentences. Secondly, they are asked comprehension questions about the reading. The responses are often requested in written form; so that the stress is really on developing reading and writing skills. There are occasional listening comprehension drills, but for the most part, the previously mentioned skills are stressed in this first section. The second and third sections stress oral communication skills, in which students are asked to discuss the content of specific readings. The well presented third section deals with those job related skills necessary for finding employment.

Accounting; English; Not Verified

Vocational Technical Institute (916 Area). Bookkeeping. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For annotation refer to Vocational Technical Institute (916 Area) Auto Mechanics entry under "Automotive Mechanics."

Agriculture; English; Advanced

Berkoff, N.A. Agriculture. English Studies Series. Oxford: Oxford University Press, 1979.

This book contains some 25 extracts from authentic texts, followed by comprehension and language exercises.

Agriculture; English; High Intermediate

Bowman, Frank J., James G. Doherty and Marla A. Jackson. (Consultants for English Language Services, Inc.) Agriculture: Horticulture and Livestock. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This volume contains information about vegetables, fruits, nuts, and diseases of domestic plants and animals.

Agriculture; English; High Intermediate

Bowman, Frank J. and Marla A. Jackson. (Consultants for English Language Services, Inc.) Agriculture: Soils. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

The contents of this volume are: major soil types (formation, structure, classification, chemicals), inorganic and organic fertilizers, soil fractions and drainage, tillage in humid areas, dry land tillage, cropping systems, and irrigation. Each chapter is organized in the same fashion, first a reading, then a section on technical terminology. Finally, there is a brief exercise to review the vocabulary. While little is done to encourage communicative skills, the text is useful in guiding students who might be considering agriculture as a career.

Agriculture; English; High Beginning

Hewitt, Denise, Jimsy Overstreet, Myra Kitchens, Rebecca Kamill, and

Ron Eayers. ESL/Agriculture Secretaries: A Vocational Approach
for Teaching English as a Second Language. Ceres, California:
Ceres Unified School District, 1979-1980.

These materials, which include a detailed curriculum guide, have been designed for high beginning students who wish to learn the necessary skills to work as agricultural secretaries. More information may be obtained by writing:

Jack Rudd, Project Director
Ceres Unified School District
P.O. Box 307, Sixth and Lawrence Streets
Ceres, California 95307
(209) 538-0150

Agriculture; English; High Intermediate

Jackson, Marla A. (Consultant for English Language Services, Inc.)
Agriculture: Field Crops. Macmillan Career English Series.
New York: Macmillan Publishing Company, Inc., 1984.

This book discusses wheat, rye, barley, rice, oats, corn, sorghum, clover, alfalfa, sugar cane and sugar beets, cotton, flax, and tobacco. Each section is introduced either by a dialogue or a reading selection. Students are introduced to the technical terminology used in discussing field crops.

Agriculture; English; High Intermediate

Jenkins-Murphy, Andrew. The Language of Agriculture in English.
English for Careers Series. New York: Regents Publishing
Company, Inc., 1981.

As the title of the series suggests, these manuals should be read by students who are interested in a specific career. Each book, in this case agriculture, presents general overviews of the field and then readings using topics of interest to that field. This book introduces students to agriculture and its components. Each unit is structured in the same way: vocabulary words defined and a vocabulary exercise, reading (labelled "discussion", though I don't believe that is the intention), and finally, a few exercises

to reinforce vocabulary. The emphasis is on development of vocabulary and some reading skills.

Agriculture; English; Advanced

Mountford, Alan. *English in Agriculture. English in Focus Series. Student's Book and Teacher's Edition.* Oxford: Oxford University Press, 1977.

A much better series than the Special English Series (Collier-Macmillan) or the English for Careers Series (Regents), English in Focus offers students the opportunity to succeed in their specialized field by introducing them to the technical jargon and written structures most common to that field. In so doing, the authors provide students with examples of reading selections, techniques for reading, and extensive guidance in developing writing skills. The editors state in the preface that "the principal purpose of the books in this series is not to teach more grammar, but to show students how to use the grammar they already know. In writing these books two basic assumptions have been made. Firstly,...the students have had a good deal of instruction in grammar and they have a considerable dormant competence in English. The books are directed at activating this competence, and extending it, by leading the reader to relate his previously acquired linguistic knowledge to meaningful realizations of the language system in passages of immediate relevance to his specialist studies. Secondly,...students either already have some knowledge of their specialist fields of enquiry or have the capacity to acquire such knowledge without difficulty." They go on to say that they are concerned with students learning how to use the language communicatively, "without having to puzzle over unfamiliar or complex ideas at the same time." The main topics covered in this volume include the parts, functions, and life cycle of plants, the origin and composition of soil, drainage and irrigation, manures and fertilizers, weed control and plant disease, market gardening, and animal husbandry.

Agriculture; English; Not Verified

Perry, William S. "Topics in Minnesota Agriculture: Listening Comprehension Lectures and Exercises." A Masters' Degree Qualifying Paper. Minneapolis: University of Minnesota at Minneapolis,

1978.

"This paper tries to integrate theoretical and practical insights on listening comprehension into a series of exercises which accompany videotaped lectures. The exercises are based on specific guidelines suggested by Joan Morley. The materials focus on agriculture in Minnesota and can be used for either general or specific purposes. Each of the ten videotaped segments is accompanied by a set of exercises, a vocabulary list, and notes to the teacher." Information regarding this and other ESP related papers can be obtained by writing:

ESL Office
152 Klæber Court
University of Minnesota
Minneapolis, Minnesota 55455

Agriculture; English; Low Advanced

Shettlesworth, Clarence, Lesis Kerr, Stephen Denny, and Martin Phillips.
Agriculture. Nucleus Series: English for Science and Technology.
London: Longman Group Limited, in progress.

No other information available at this time.

Air Conditioning and Refrigeration; Spanish/English; Bilingual

Emerson, William T. Curso práctico de refrigeración comercial.
New York: Minerva Books, Ltd., 1970.

This volume deals with the installation, maintenance, and repair of different kinds of commercial refrigeration units. It uses technical language in Spanish and is well illustrated with graphs, charts, and photographs.

Air Conditioning and Refrigeration; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

An excellent workbook for students to learn five instructional areas: basic electricity, maintenance and repair of heating, maintenance and repair of air conditioning, maintenance plumbing, and maintenance carpentry. This manual is part of a series developed for Project Development and Management, School of Technical Careers, Southern Illinois University at Carbondale. Valuable resources include a translation of the introduction and general outline as well as a translation of technical words into Spanish and Laotian.

Air Conditioning and Refrigeration; English; Intermediate

Institute of Modern Languages. Refrigeration and Air Conditioning.
Building American English Series. Silver Spring, Maryland:
Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Air Conditioning and Refrigeration; English; Not Verified

Rutgers Vocational-Technical Curriculum Laboratory. Glossary of Key

Words. New Brunswick, New Jersey: Rutgers University Vocational-Technical Curriculum Laboratory, no date given.

Included are the following: Clothing Services, Heating and Air Conditioning, Radio and TV Repair, and Welding.

Air Conditioning and Refrigeration; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning.
Bilingual Vocational Training Project. Menomonee, Wisconsin:
University of Wisconsin at Stout, 1979.

This is a glossary on heating and air conditioning.

Air Travel; English; Advanced

Akiyama, Carol. The Language of Air Travel in English: In-Flight Services. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

As with the other books in this series, the focus is on careers, in this case that of the flight attendant. The reading selections describe the duties and responsibilities of flight attendants so that nonnative students interested in the field will have some idea of the kind of language and the type of work that is to be expected. The units describe the crew, becoming a flight attendant, training, airplanes and how they fly, assignments and schedules, boarding and takeoff, midflight and arrival, meal and drink service, and special services. There are also appendices concerning city and airport codes, carrier codes, and emergency procedures.

Air Travel; English; Low Intermediate

English Language Teaching Development Unit. English in Flight. Oxford: English Language Teaching Development Unit, 1975.

This text is designed as a pre-intermediate course for flight attendants.

Air Travel; English; High Intermediate

Hall, Eugene J. The Language of Air Travel in English: Ground Services. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

In this book, the jobs of airline ground personnel who have contact with the general public are described. Included are reservations and ticket agents, passenger service agents, and air freight agents. The readings are intended for students who have a good knowledge of English and are undecided about career goals. This book introduces them to the vocabulary and work encountered in this profession. There is not much communicative skills development.

Air Travel; English; Intermediate

Institute of Modern Languages. Air Travel. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Air Travel; English; Advanced

Macklin, Bill and Trevor Nash. Air Travel. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

This is an "advanced ESL text using dialogues, grammar exercises, and reading passages with comprehension exercises for each vocation." There is a tape available as well as a key to the exercises and a glossary of technical terms.

Architecture; English; Low Advanced

Cumming, James. Architecture and Building Construction. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. Cassettes available. London: Longman Group Limited, 1983.

No other information currently available.

Architecture; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Armed Forces; English; Advanced

Graver, B.D. and K.J.T. Hoile. Military Texts. English Studies Series. Oxford: Oxford University Press, 1979.

The book contains some 25 extracts from authentic texts, followed by comprehension and language exercises.

Armed Forces; English; High Intermediate

Nicholson, Robert W., Jr. and Ralph R. Williams. The Language of National Defense in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1978.

Contents of this book include structure of national defense, strategic military forces, general purposes forces and commands, diplomacy and national defense, mutual security agreements, economics and security assistance, strategic balance, comparison of military forces, and, finally, detente. Little is done to encourage communicative skills development; however, the book does sketchily introduce students to vocabulary used in the field of national defense.

Armed Forces; English; High Intermediate

Sansom, Robert G. The Language of the Navy in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1978.

As the title implies, this book is essentially about a career in the Navy and the type of language one would encounter in that profession. The text is not intended to develop communicative skills but rather to give students an idea of what is like to be in the Navy, using terminology specific to that career.

Armed Forces; English; High Intermediate

Williams, Ralph R. The Language of the Army in English. English for Careers Series. New York: Regents Publishing Company, Inc.,

1979.

Using terminology common to this career, the book examines the history, organization, equipment, and future of the Army. No attempt has been made to develop communicative skills; rather, the book briefly shows students what an Army career might entail while teaching vocabulary specific to that career.

Atomic Energy; English; High Intermediate

Hall, Eugene J. The Language of Atomic Energy in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

This book is a broad introduction to the opportunities and the problems involved in the different kinds of work in the field of atomic energy. The following topics are covered: nuclear fission, reactors, the dangers of radiation, processing nuclear fuels, industrial uses of nuclear reactors, radioisotopes and their uses, nuclear fusion and finally, careers in atomic energy. The readings are not intended for professionals in the field, but rather for those nonnative speaking students who have not yet chosen a specific career. For others, the material will appear naive and simplistic. The benefit of the text is that it minimally introduces students to the type of vocabulary they would be dealing with in this profession. Very little emphasis is given to developing language skills.

Autobody Repair; Ilocano; Bilingual

Berzabal, Ofelia G. Autobody Repair: Ilocano Translation Manual for Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This workbook is a translation of the text Reading Right, by Alfred G. Hoel, Katherine E. Hubbard, and Marybeth Clark.

Autobody Repair; Ilocano; Bilingual

Berzabal, Ofelia G. Autobody Repair: Ilocano Translation Manual for Speakeasy. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This manual is a translation of William Peet, Jr.'s text, Autobody Repair: Speakeasy, Volumes 1 and 2.

Autobody Repair; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Auto Body Repair. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

"These materials were developed through a USOE-funded Bilingual Vocational Instructor Training grant which trained bilingual vocational teacher's aides. The materials were developed and produced by trainees enrolled in this program. For Auto Body Repair, bilingual glossaries--for basic job-related vocabulary development--are available." For ordering information contact:

Lea Goodwine
860 Grape Street
Denver, CO 80220
(303) 321-8718

Autobody Repair; English; Intermediate

Hoel, Alfred G., Katherine E. Hubbard, and Marybeth Clark. Autobody

Repair: Reading Right—A Text for Reading. Volumes 1, 2 and 3.
English for Special Purposes Series. Honolulu: Honolulu Commu-
nity College, 1977.

These texts are part of an important (and excellent) series produced by the staff at Honolulu Community College. The context for learning English is set from the beginning—all the "action" takes place on an island called Mahimahi, an island very similar to Hawaii. At the beginning of each unit, there is a brief discussion of the contents of that unit, as well as objectives the students will achieve upon completion of that particular unit. Extremely well integrated, this series teaches English within a natural, contextualized setting while stressing those aspects necessary for students who will eventually become involved in autobody repair.

Autobody Repair; English; Intermediate

Miller, Anne. Autobody Repair: Hearsay—Video Transcripts and Answer Key. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

As the title suggests, this handy volume provides the complete transcripts for the video recordings and the answer key to the listening portion of the series on Autobody Repair. Using the transcripts, instructors can construct additional exercises for use either in the classroom or for student use in an autotutorial setting, such as the learning assistance center.

Autobody Repair; English; Intermediate

Miller, Anne. Autobody Repair: Hearsay, A Listening Workbook—Series A and Series B Video Lectures. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

Videotapes should be an integral part of any ESL program, particularly one that stresses vocational skills. This workbook is filled with excellent drawings and exercises which are based on the videotapes and lectures. Each video lecture has an introduction in the workbook. Students are told what they should expect in the video lecture and then are asked to consider some questions before view-

ing the tape. After students have viewed the video tape, they work on exercises in the workbook—fill in the blanks, multiple choice, and drawing/word recognition. This workbook is part of a series developed under CETA between the U.S. Department of Labor and the Office of Human Resources, City and County of Honolulu, under sub-contract to Honolulu Community College.

Autobody Repair; Korean; Bilingual

Park, Yong-Ok. Autobody Repair: Korean Translation Manual for Speakeasy. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This is a Korean translation of William Peet, Jr.'s text, Autobody Repair: Speakeasy, Volumes 1 and 2.

Autobody Repair; Korean; Bilingual

Park, Yong-Ok. Autobody Repair: Korean Translation Manual for Hearsay. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This is a Korean translation of Anne Miller's manual, Hearsay.

Autobody Repair; English; High Intermediate

Peet, William, Jr., Anne Miller, Alfred G. Hoel, and Katherine E. Hubbard. Autobody Repair: Teacher's Manual for Speakeasy, Hearsay, and Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This manual best explains the series (Speakeasy, Hearsay, and Reading Right) for Autobody Repair. Developed under a federal grant from the Department of Labor, these texts are the result of the writing, teaching, and revision which was done by the authors during the project. Their purpose was to show how ESL materials could be developed for specific vocational skill areas—in this case, autobody repair. The topics in these

texts are coordinated, although they may be used independently of each other. However, the materials reinforce the skills learned in corresponding units in the other texts. The teacher's manual gives an overview of the material in the textbooks. There are also suggestions on how to use the texts effectively. The introduction by the authors ends with the recommendation that "you...change and supplement them (the textbooks) to fit the needs of your students."

Autobody Repair; English; High Intermediate

Peet, William, Jr. Autobody Repair: Speakeasy--A Text for Speaking. Volumes 1 and 2. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

The emphasis of these two volumes is on improving students' speaking skills. There are useful, situational dialogues with oral exercises. As with the other books in this series, each unit is preceded by unit objectives and unit content.

Autobody Repair; Vietnamese; Bilingual

Van-Tanh, Phan. Autobody Repair: Vietnamese Translation Manual for Hearsay. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This manual is a Vietnamese translation of Anne Miller's manual, Autobody Repair: Hearsay.

Autobody Repair; Vietnamese; Bilingual

Van-Tanh, Phan. Autobody Repair: Vietnamese Translation Manual for Speakeasy. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This is a Vietnamese translation of William Peet, Jr.'s manual, Autobody Repair: Speakeasy, Volumes 1 and 2.

Autobody Repair; English; Beginning

West, Linda. Auto Body. San Francisco: The Alemany Press, in progress.

No other information available at this time.

Automotive Mechanics; English; Intermediate

Asgari, Judy and Michael Grove. English for Auto Mechanics. San José: Evergreen Valley College, Media Center, 1982.

Developed under a Funds for Instructional Improvement Grant awarded by the Chancellor's Office of the California Community Colleges in Sacramento, this is part of a series of computer software being developed at Evergreen Valley College. The software (for Apple computers) consists of Auto Mechanics tests which help evaluate students' levels in the English for Auto Mechanics program.

Automotive Mechanics; English; High Intermediate

Asgari, Judy, Michael Grove, and Gustavo Valadez. English for Auto Mechanics. San José: Evergreen Valley College, 1981.

This manual is intended for students who have completed at least two levels of an ESL program where general ESL is being used. The book is a lab manual, with supplementary and integral realia, language master cards, and videotapes of vocational instructors showing various auto parts. An advantage of the format used in this book is the hands-on training students receive before actually enrolling in an automotive technology class. This manual prepares students to enter those vocational classes to insure their success, not only in the courses, but in the auto shop as well. The authors have attempted to reflect the community and the primarily Asian and Hispanic ESL students on their campus.

Automotive Mechanics; Spanish/English; Bilingual

Bond, Fred W., Elton R. Lash, and Rex Reynolds, Jr. Educación en carreras/Career Education: Automotriz/Automotive. Galien, Michigan: Allied Education Council, 1977.

No other information available at this time.

Automotive Mechanics; Spanish/English; Bilingual

Galbraith, Jeff. VESL for Automotive. Developmental Materials for Non-Native Students Series. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

This booklet is to be used in conjunction with the textbook Basics by John Remling. Developed for the Bilingual Access Program at Elgin Community College, Elgin, Illinois, this manual closely follows the text used in the automotive course. The following topics are covered: safety, four-stroke cycle, gasoline, compression test, oil system, oil and filter change, cooling system operation, hoses and fan belt specifications, lubrication, cooling system cleaning, pressure testing, battery cleaning, testing, starting system flow chart, charging system components, alternators, ignition system, tools, timing, spark timing and adjusting, fuel system, filters, comparison of parts, steering, drum brakes, and disc brakes. In addition to the VESL materials, there are supplemental learning materials in Spanish. The manual is well designed. There are reading selections, listening comprehension exercises, and plenty of vocabulary exercises.

Automotive Mechanics; English/Laothian/Spanish; Bilingual

Hepburn, Larry (Project Director). Automotive Mechanics (Mechanic's Helper). Multi-Cultural, Competency Based, Vocational Curricula Series. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

From the introduction we learn that this competency-based program "runs 36 weeks covering the repair-work areas of engine; drive trains-rear ends/drive shafts/manual transmission; carburetor; emission; ignition/tune-up; charging and starting; alignment; automatic transmission; brakes; and air-conditioning and heating...The student in the the Automotive Mechanics Program will acquire the knowledge and skills required of a mechanics helper in all the repair areas. The student will also receive the additional training necessary to perform as a service mechanic with an option to concentrate in one or two repair areas and/or to perform as an automobile journeyman mechanic depending on his or her aptitude, interest, and progress in class. At the end of the training period, the student will be ready for job entry at the apprentice level." What follows are duties (duty-task index) for each section. For example, under

Engine Overhaul, there are 8 tasks: remove engine from vehicle, steam clean engine, remove and replace oil pans, clean engine parts and check for condition, replace exhaust system, replace muffler, replace tailpipe assemblies. Then under each of these tasks, performance objectives, evaluation criteria, and performance guides are listed in detail. In the appendix, automotive mechanics technical terms are listed in English, with their Spanish and Laotian equivalents. This manual does not provide requisite language learning activities because it is assumed that students are learning the specialized English in a two-hour daily session.

Automotive Mechanics; English; Intermediate

Institute of Modern Languages. Auto Mechanics. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., forthcoming.

No other information available at this time.

Automotive Mechanics; English; Not Verified

Kopf, George. The Engine. Heinemann Science and Technical Readers. London: Heinemann Education Books, 1981.

No other information available at this time.

Automotive Mechanics; English/Vietnamese; Bilingual

National Indochinese Clearinghouse/Technical Assistance Center (NIC/TAC). English for Your Job: Auto Mechanics. Arlington, Virginia: Center for Applied Linguistics, unable to verify publication.

A second bibliographical entry lists this a part of an English for Vocational Special Purposes series. It is a "series of supplementary lessons, introducing the mid-beginning ESL student to the vocabulary of this specific skill area. Each module consists of ten

lessons which build vocational vocabulary...Lessons include a variety of drills and exercises, ranging from simple substitution to communicative activities." This same note indicates that the series is to be published by MODULEARN in San Juan Capistrano, California. Another bibliographer notes that "the emphasis is upon functional language for employment. Practice is provided in seeking clarification, making small talk, expressing likes and dislikes, etc., through dialogue cues, short interactions, and a variety of task-related activities. Teacher's guide and bilingual (Vietnamese-English) glossary for each module" are provided.

Automotive Mechanics; English/Spanish; Bilingual

Saíz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

This illustrated dictionary gives the term in English and the definition in Spanish.

Automotive Mechanics; English; Not Verified

Vocational Technical Institute (916 Area). Auto Mechanics. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

This is one of a series of vocational/technical VESL packages "designed for students with limited proficiency in English who are preparing for vocational study...These individualized learning units are intended to acquaint students with vocabulary and grammatical structures they will encounter in the vocational program." The packages can be ordered from:

Minnesota Curriculum Services Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110
(612) 770-3943

Automotive Mechanics; English; Beginning

West, Linda. Auto Mechanics. San Francisco: The Alemany Press,
forthcoming.

No other information available at this time.

Automotive Mechanics; English; Advanced

Yeadon, Tony. The Motor Car. Books 1 and 2. Special English Series.
London: Collier-Macmillan International, Inc., unable to verify
date of publication.

"The title of the Book 1 is Running, Maintenance and Repairs and
that of Book 2, Major Repairs and Modern Motoring. There is a
cassette for each volume."

Aviation; English; Low Advanced

Atkinson, John and Maliha Azar. Flight. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1980.

Despite its size (32 pages), this text provides much useful information for one interested in types of aircraft, principles of flight, forces, thrust, stability and control, the air around the plane, instruments, navigation, taking off, turning and landing, landing systems, and supersonic flight.

Aviation; English; Intermediate

Barry, W.S. The Language of Aviation. English for Special Purposes Series. London: BBC English by Radio and Television, 1977.

This is a course in the use of English in air transport. It was made in collaboration with the major airlines and gives a comprehensive account of all aspects of the industry from ticket sales to aircraft design and maintenance. Authentic recordings of the English used at airports, by air crews, and by ground staff are an essential feature of this course which includes a textbook and three audiocassettes.

Aviation; English; High Intermediate

Brown, David S. (Contributing Editor for English Language Services, Inc.). Aviation Mechanics. Macmillan Career English Series. New York: Macmillan Publishing, Inc., 1966. (The revised edition, scheduled for late 1984, will be called Aviation: Aviation Maintenance).

The copy I received had been bound incorrectly. The information provided dealt with General Aviation, Book 1.

Aviation; English; High Intermediate

Brown, David S. (Contributing Editor for English Language Services,

Inc.). Aviation. Book 1: General Aviation. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1966.

This text belongs to a series similar to the Regents "English for Careers" series, but with some improvements. On the cassettes for this book, actual communications recordings are used, including all the "white noise" to preserve a realistic situation. Each unit begins with a dialogue, followed by a listing of technical terms used in the dialogue. Often, there are useful drawings, pictures, and illustrations showing the terminology. Finally, there is a brief vocabulary exercise and a reading. Though the series could have used many more drills and exercises, it is valuable in that it presents the technical field in a realistic fashion to give students an opportunity to make proper career decisions. The book claims to "give students ample practice in studying and using the technical English vocabulary of aviation in a realistic context."

Aviation; English; High Intermediate

Brown, David S. (Contributing Editor for English Language Services, Inc.). Aviation. Book 2: Radiotelephony. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1966.

Though the focus is more toward helping students with their career planning, this book does present the type of technical language that would be used in aviation radio technology. Each unit begins with either a dialogue or a reading passage followed by a study of technical terms used in that particular setting. There follow useful communication drills (of the sort a pilot would use in flight) in dialogue form. Unfortunately, teachers will need to supplement these skimpy chapters with plenty of communicative skills exercises in order for students to derive the maximum benefit from this text. Because portions of the book are based on live radio dialogues, recordings of the actual communications are used. The acoustical transfer of the communications from both the pilot and the loudspeaker of the aircraft to the recorder's microphone was used, rather than an electrical hookup, in order to preserve a realistic situation. This aspect is perhaps the best quality of this series of texts--its desire to be as realistic as possible. Obviously, at first even a native speaker has difficulty understanding radio communication in his own language (witness the communications with the astronauts) until his or her ear be-

comes capable of distinguishing the sound of the communications from the high noise level in the aircraft. The noisy environment of the cockpit heard on the tapes (white noise) reproduces actual conditions and should be useful in learning to understand aviation communications.

Aviation; English; High Intermediate

Buck, Robert O. Aviation: International Jet Aircraft. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This book has been announced in a Macmillan catalogue.

Aviation; English; High Intermediate

Buck, Robert O. Aviation: International Air Traffic Control. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This book has been announced in a Macmillan catalogue.

Aviation; English; Advanced

Jay, Stephen. The Jet Engine. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"Advanced ESL level text using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. Tape available."

The Jet Engine "includes such topics as the compressor, rotors and stators, the fuel system, and others."

Aviation; English; High Intermediate

Schutz, Noel W., Jr. and Bruce L. Derwing. Essentials of Aviation

Technology: Aviation Mechanics. American Language Academy
Series in English for Special Purposes. Washington, D.C.:
American Language Academy, 1980.

The text provides an introduction to the field of aviation maintenance technology. The authors attempt to develop all the language skills necessary for this vocation. "Each 'conceptual' or 'rhetorical' unit consists of a series of six lessons organized around a single communicative concept and follows a definite sequence of learning steps, while each 'content' unit consists of a series of four reading, composition, and conversation lessons organized around a single technical topic." There are plenty of illustrations with appropriate labels. An attempt has been made to present dialogues naturally in context.

Aviation; English; Intermediate

Williams, Ralph R. The Language of Aviation in English: Flying and Traffic Control. New York: Regents Publishing Company, Inc., 1978.

An uneven series in that the exercises sometimes require considerable knowledge of English and sometimes very little; nonetheless, this book discusses the nature of commercial flying and air traffic control, with particular emphasis on the relationship between the commercial pilot and the air traffic controller. Topics include: international aviation technology, air traffic control, mission planning, takeoff and radio procedures, enroute procedures, air navigation, weather, and penetration to landing.

Banking; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs, Florida: Language Research Press, 1966.

This is a bilingual series which includes the following titles:

Inglés comercial/Retail Selling

Inglés para bancos e instituciones de ahorros y préstamos/Banks and Savings and Loan Institutions

Inglés para restaurantes/Restaurants

Inglés para hoteles y moteles/Hotels and Motels

Inglés para médicos, dentistas, oculistas, optometristas y enfermeras/Doctors, Oculists, Optometrists and Nurses

Banking; English; Advanced

Ferguson, Nicolas and Maire O'Reilly. English for International Banking. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979. (Published 1978 by Centre for the Experimentation and Evaluation of Language Learning Techniques).

The authors propose to teach consultation techniques in English. Those using the book are expected to have a good command of the language since the concepts dealt with are rather sophisticated: short-term investments, bonds and shares, small loans, mortgages, refusing a loan, and handling complaints. There are a variety of exercises, pre- and post-testing, a reading section for each chapter, role-playing exercises, and vocabulary exercises.

Banking; English; Advanced

Ferguson, Nicolas and Maire O'Reilly. English for Bank Cashiers. English for Special Purposes Series. London: Evans Brothers, Ltd., 1978. (First published 1975 by Centre for the Experimentation and Evaluation of Language Learning Techniques).

This book is designed to help bank cashiers who need to conduct their business in English. The dialogues represent typical daily situations

cashiers might encounter. A cloze exercise and role playing follow each dialogue. Though intended primarily for Britain, American equivalents are given.

Banking; English; Advanced

Firth, James. British Banking. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"Advanced ESL text using dialogues, grammar exercises and reading passages with comprehension exercises for the vocation. Tape available."

Banking; English; Advanced

Firth, James. British Banking Overseas. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

For annotation refer to Firth, British Banking.

Banking; Spanish/English; Bilingual

Garza Bores, Jaime. Terminología comercial contable y bancaria/ Dictionary of Accounting and Banking Terminology. México, D.F.: Editorial Diana, 1964.

No other information available at this time.

Banking; English; Low Advanced

McGovern, John and Jean. Bank on Your English: An Elementary Course in Communication for Bank Employees. Oxford: Pergamon Institute of English, 1982.

"A functionally based course offering material for about 60 hours study and designed to improve the communicative English skills required by bank employees whose level of English is elementary but who have to deal with customers of different nationalities in English. Each unit is introduced by a dialogue, recorded on cassette. Different functional cues are used for the communicative activities in each unit. Grammar, substitution and role play exercises provide further exploitation. The use of numbers, the reading of relevant documents and texts, and specialised writing tasks are also practiced in every unit. The areas of study include current and deposit accounts, traveller's cheques, foreign exchange, transfers, loans, credit cards, and statements. Guidance notes for teachers are included."

Banking; English; High Intermediate

Mundell, William A. (Consultant for English Language Services, Inc.).
Business: Banking. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

The structure and functions of a bank, currency and other forms of exchange, checking accounts, time deposits and savings accounts, loans, bank investments, types of banking institutions, trust devices, brokerage services, interbank relations, the Federal Reserve System, bank inspections, and government controls are the main topics covered in this volume. Each unit begins with a dialogue in which many technical terms about a specific topic are used. Then there is a list of terms defined and finally a brief exercise on that vocabulary. As with the other volumes in this series, the approach does not take into account current research in the fields of language acquisition and second language learning. The teacher will have to supplement rather extensively with communicative skills activities.

Banking; English; High Intermediate

Oppenheim, Peter K. The Language of International Finance in English: Money and Banking. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

This book is an excellent introduction to the world of international

banking. There are numerous illustrations which aid students in learning about the many forms, letters, drafts, and so forth, essential to the international banking community. Through a series of readings, the student is introduced to the following concepts: the international financial world, the international organization of U.S. commercial banks, international movement of currency, foreign exchange, the eurodollar market, letters of credit, collections, commercial bank lending, and finally, the international financial institutions. Though the book offers very little opportunity to build communicative skills, the purpose is adequately served in that the author's main intention is to introduce students to the functions of international banking and to its specific vocabulary and language.

Banking; English; High Intermediate

Stillman, D. and R. Gordon. English for Banking and Finance. Instrumental English Series. New York: McGraw-Hill, Inc., 1983.

No information provided by publisher.

Biology; English; Low Advanced

Adamson, Donald and Martin Bates. Biology. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1977.

This book is to be used in conjunction with the core text, General Science. While students learn general principles in that text, they apply that knowledge to the branch of biology. The text is filled with illustrations which clarify any possible ambiguities in the language. Perhaps the series' most salient characteristic is the use of good graphics and illustrations to show relationships. I highly recommend this series to those students who plan to take university courses in the specific areas covered.

Biology; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

"A new kind of dictionary for those studying science through English. Organized like a thesaurus, the dictionary describes the meaning and usage of 10,000 of the most common terms used in General Science, Physics, Chemistry, and Biology, including Human Biology and Health Science. The Longman Dictionary of Scientific Usage is suitable for students in the last two years of high school or the first two years of college. It is also useful for anyone who needs access to scientific material written in English, and to those teaching English to students in the sciences. Each entry gives maximum information about the meaning and grammatical behavior of a term, reinforced with examples of the term in use and the contexts in which it frequently appears. Special attention is given to the precise meaning of many scientific terms contrasted with their usage in general speech."

Biology; English; Advanced

Mackin, Ronald and W.F. Hawkins. Physics, Mathematics, Biology, and Applied Science. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for

students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.
- *detailed notes on grammar and vocabulary
- *exercises on comprehension and the use of English
- *guided comprehension practice."

Biology; English; High Advanced

Pearson, Ian. English in Biological Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1978.

The text is designed for students of biological science learning how sentences in English are used in scientific writing to convey information and express biological concepts. By focusing on methods of communication, this book aims to help students develop techniques of reading and to provide them with a guide for their own writing. Perhaps one of the most practical advantages to this book, and to the series, is the number of illustrations used to teach technical terminology, the use of graphs to teach language usage, and the types of exercises.

Biology; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied

by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Botany; English; Advanced

Gethin, R.H. and Ronald Mackin. Zoology and Botany. English Studies Series. Oxford: Oxford University Press, 1979.

The book contains some 25 extracts from authentic texts, followed by comprehension and language exercises.

Business; English; High Intermediate

Abrams, Sharon and Hugh G. Wales. Special English for Business. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1977.

Basic dialogues in a business setting using appropriate vocabulary is the main ingredient of this book. Topics covered include partnerships, accounting, corporate finance, and office procedures. The exercises are fairly straightforward and even in some cases simple. It is difficult to agree with the editor in her claims that this book will "give the student practice in using the vocabulary of business in context." It requires many supplementary exercises. A tape is available.

Business; English; Intermediate

Adam, J.H. Longman Dictionary of Business English. New York: Longman Group Limited, 1982.

"This new Dictionary defines 12,500 words and phrases used in business and commerce today. The definitions and explanations are written in clear, simple English, and examples of the words used in context are included, ensuring that even the most difficult concepts are easy to understand. A particularly full cross-referencing system allows the user to examine related terms and phrases for further information. The Longman Dictionary of Business English, a valuable work of reference on current Business English, includes notes about most of the countries of the world, giving information on currencies, population, weights and measures. The dictionary includes vocabulary from the areas of advertising, banking, commodity exchange, computers, economics, finance, management, and stock exchange. In addition, the Dictionary contains statistical material on metric prefixes, mass or weight, troy weight, temperature, chemical symbols, countries of the world, a world time chart and various measures. The Longman Dictionary of Business English will be invaluable to anyone in the world of business, and particularly to students and teachers of business and commerce, especially those for whom English is a second or foreign language."

Business; English; Advanced

Allen, Bryan. English for the Commerce Student. London: Evans Brothers, Limited, unable to verify date of publication.

"Those taking intermediate and higher commercial English examinations...will find this book an invaluable basis for study. There are many samples of marked and annotated papers together with notes on exam requirements, detailed information on the essay, the business letter, the summary, comprehension, business terms, aural comprehension, dictation, and the oral test. Also included is a very useful glossary of commercial terms."

Business; English; High Intermediate

Atkinson, Philip S. and Helen Reynolds. Business Writing and Procedures. New York: Atlantis Publishers, Inc., 1981.

"Business Writing and Procedures guides students who have a good working knowledge of English toward proficient business writing. A wide variety of sample letters and reports aid students in acquiring the skills needed to write personal and professional business letters, informal and formal reports, and correspondence concerning job applications. A special section focuses on letters and documents regarding international trade."

Business; English; High Intermediate

British Broadcasting Corporation. Bid for Power. BBC Video Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"Bid for Power is a course for managerial and professional personnel who need to understand and use English in business and industry when negotiating in international contexts with both native and non-native speakers of English. It is in the form of a drama serial in thirteen episodes about a developing country which discovers that the sand on one of its isolated beaches is almost pure quartz suitable for processing into high-grade silicon. International consortia and business concerns from different parts of the world bid to develop

this important source of natural wealth, and the government of the country calls in consultants and advisors to evaluate the rival bids. The action takes place in six settings. The language is carefully controlled to suit the needs of learners at the intermediate level, and there are supporting materials (manuals, books, and audio cassettes) for both self-instruction and classroom use. The episodes cover a variety of topics ranging from natural resources, principal industries, industrial development plans, agriculture, exports, imports, to tourism, manufactured goods, per capita income, energy supplies."

Business; English; Intermediate

British Broadcasting Corporation. The Bellcrest Story. BBC Video Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"This course is a realistic, dramatized serial about an imaginary engineering firm's struggle to get finances for the launching of a new product. The course concentrates attention on the more or less fixed formulas for establishing and maintaining effective communication in formal business meetings, informal discussions, telephone conversations, and a wide range of business transactions. The thirteen episodes follow a critical period in the history of the imaginary firm and provide a blend of carefully researched teaching and polished entertainment. The series is well-suited for in-company training courses and for teaching advanced learners who expect to use their English professionally. Thirteen 15-minute programs, plus book and cassette or LP disc and teaching package."

Business; English; Beginning

Beesley, Alan R. English for Your Business Career. Books 1 and 2. London: Cassell and Collier-Macmillan International, Inc., 1971.

These are levels 1 and 2 of a course that "provides structure as well as vocabulary for use in offices and businesses." A reader, cassettes, and a teacher's manual accompany the book.

Business; English; Intermediate

Beesley, Alan R. and Philip Bedford Robinson. English for Your Business Career. Books 3 and 4. London: Cassell and Collier-Macmillan International, Inc., 1971.

These are levels 3 and 4 of a course that "provides structure as well as vocabulary for use in offices and businesses." Each book has a teacher's manual, a reader, and cassettes.

Business; English; Advanced

Binham, Philip. Executive English. Three Books. London: Longman Group Limited, 1975.

"A course to familiarize advanced ESL students with commercial English. Lessons consist of a text or dialogue on some aspect of British business life, followed by exercises in oral and written English."

Business; English; Intermediate

Bromley, Robin and Walter J. Miller. English for Office Careers. New York: Minerva Books, Limited, 1982.

This book introduces students to various types of office careers: receptionists; file clerks; typists and other office machine operators; secretaries and stenographers; shipping, receiving, and stock clerks; cashiers and collection agents; bookkeepers and statistical clerks; accountants; marketing, advertising, and public relations workers; purchasing agents and buyers; industrial traffic managers; personnel and labor relations workers; computer operators, programmers, and systems analysts; bank tellers, clerks, and officers; and insurance actuaries, claim representatives, and underwriters. Each section begins with a list of vocabulary words in the reading. Following is a reading selection which discusses the duties and responsibilities of each of the careers listed above. There is a section on grammar and some exercises and finally, a section on idioms and useful phrases. Each chapter gets progressively more difficult. Though some of the grammar exercises may appear easy, the language required of the students is rather sophisticated. For example, in the

very first reading, one of the exercises requests students to list "two or three reasons why some people work part-time instead of full-time." In order to discuss that topic, students must have a fairly decent command of English. For those students who are at the intermediate level, and are not sure what they are seeking in an office setting, these readings can provide valuable information on career orientation and guidance.

Business; English/Spanish; Bilingual

Chacón, Louis, María Luisa Paredes, Herlinda Aviles, and Barbara Davenport. Bilingual Business Grammar/Gramática comercial bilingüe. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

According to the publishers notes, this book is designed for "students who are studying Spanish or English as a second language and want to develop practical skills so they can use the language in a career" and for those "who are studying in a field such as business and who want to integrate this study with their second language to develop bilingual proficiency in their area of concentration."

Business; English/Spanish; Bilingual

Chacón, Louis, María Luisa Paredes, Herlinda Aviles, and Barbara Davenport. Personal Business/Asuntos personales. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

Refer to annotation under Chacon, et.al., Bilingual Business Grammar.

Business; English; High Intermediate

Costinett, Sandra. American English for International Businessmen. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1973.

These materials have been prepared for students who are or will be

at some time engaged in work that brings them into contact with English-speaking businessmen. The terminology and situations are highly beneficial for those students who want to participate in the English-speaking business world as well as learn on-the-job language. Recorded material is available.

Business; English; High Intermediate

Cotton, David and Roger Owen. Agenda. London: George G. Harrap & Co. Ltd., 1980.

This includes a casebook, a workbook, and a teacher's book. Agenda is designed for executives and students in business and management. The 20 separate cases illustrate a wide variety of management problems in the private sector. These case studies develop verbal and written communication skills required by contemporary business activities. The materials presented would best serve the needs of preprofessionals and undergraduate and graduate students in business or management. They are probably too elementary for senior executives. Available are workbooks, cassettes/tapes (recordings of the workbook dialogues and related drill material), and a teacher's book.

Business; English; High Intermediate

Cotton, David. International Business Topics. London: Evans Brothers Limited, unable to verify date of publication.

A "selection of 22 reading passages about international business that serves as a basis for oral discussion and for comprehension and writing assignments."

Business; English/French; Bilingual

Coveney, James. International Organization Documents for Translation from French. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York:

unable to verify date of publication.

A complete catalogue of titles available in this series can be obtained from Maxwell House, Fairview Park, Elmsford, New York, 10523.

Business; English/French; Bilingual

Coveney, James and Sheila J. Moore. Glossary of French and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and French. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

Business; English/German; Bilingual

Coveney, James and Christina Degens. Glossary of German and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and German. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

Business; English/Spanish; Bilingual

Coveney, James and Julian Amey. Glossary of Spanish and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and Spanish. The terms...have been drawn from

such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

Business; English; Not Verified

Davies, Susan and Richard West. Business English I: Clerical.
London: Pitman Books Limited, 1982.

No other information currently available.

Business; Spanish; Bilingual

de García Díaz, Eva S. Manual de referencia para la oficina/Reference Manual for the Office. Cincinnati, Ohio: South-Western Publishing Company, 1977.

No other information currently available.

Business; English/Spanish; Bilingual

de Schiffrin, R.S., B.A. Uteda, and E.J. Golstein. English in Action.
London: Longman, Inc., unable to verify date of publication.

"Designed for Spanish-speaking commercial students."

Business; English; Not Verified

de Schiffrin, R.S., B.A. Uteda, and E.J. Golstein. English in Business. Books 1 and 2. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

Business; English; High Intermediate

Dowling, Barbara Tolley and Marianne McDougal. Business Concepts for English Practice. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982. A teacher's manual is available.

"Many non-native speakers of English want to learn American business terms and concepts. Some have a business background, others do not. Some have a good knowledge of general English, some do not. (This) book provides language practice at the intermediate level through readings in marketing, international business, data processing, and management. Business concepts in these readings are springboards for language activities in text analysis, classification, writing, information transfer, and the contextualization and development of vocabulary.

Business; English; Low Advanced

Dunlop, Ian and Heinrich Schrand. Communication for Business: Materials for Reading Comprehension and Discussion. Oxford: Pergamon Institute of English, 1982.

Using business terminology, this useful booklet develops students' skills for reading business texts. "The twenty units each contain five basic elements:

1. reading comprehension of authentic passages with a largely business or vocational orientation
2. multiple choice questions on the texts
3. vocabulary exercises, especially practice in deducing meaning from context
4. talking points, changing the emphasis from written to spoken language
5. a novel 'option box' containing activities of varying types and levels, from which students or teachers may select exercises appropriate to current needs."

Business; English; High Intermediate

Eckersley, C.E. and W. Kaufmann. English Commercial Practice and

Correspondence. London: Longman Group Limited, 1973.

"For students who have learnt English for about 2 years."

Business; English; High Intermediate

Eckersley, C.E., W. Kaufmann, and A.H. Elliott. A Commercial Course for Foreign Students. Volumes 1 and 2. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

Business; English; High Intermediate

English Language Services, Inc. Business: General Business. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., forthcoming, late 1984.

No other information available at this time.

Business; English; High Intermediate

English Language Services, Inc. (William A. Mundell and Claude M. Jonnard, Consultants). Business: International Trade. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This text is a revised version of Special English: International Trade. While new photographs have been added, little else has been changed. The Table of Contents lists the following topics: Selecting the Market, Selecting the Distributor, Export Financing, Packing and Shipping, Advertising, Arbitration, Decision to Import, Decision to License, Investing Abroad, Expanding the Market Area, and Overseas Business Policies. Each chapter is built around an opening dialogue where vocabulary about the topic is introduced. Then selected vocabulary words are defined and used in context (each word is given three sentences). Finally, there is a brief

exercise where students are asked to fill in the blanks with the correct word.

Business; English; Advanced

Ferguson, Nicholas and Maire O'Reilly. English for International Banking. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979. (Published 1978 by Centre for the Experimentation and Evaluation of Language Learning Teques).

The authors propose to teach consultation techniques in English. Those using the book are expected to have a good command of the language since the concepts dealt with are rather sophisticated: short-term investments, bonds and shares, small loans, mortgages, refusing a loan, and handling complaints. There are a variety of exercises, pre- and post-testing, a reading section for each chapter, role-playing exercises, and vocabulary exercises.

Business; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English Telephone Conversations. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979.

This book "was written for the intermediate student who requires specialized practice in making and receiving telephone calls. There are five units, each consisting of four to six recorded conversations, followed by practical exercises which make full use of telephone procedures and vocabulary. A cassette is available, containing recordings of the conversations."

Business; English; Intermediate

Feuille, Carolyn. Business Telephone. San Francisco: The Alemany Press, 1983.

"Business Telephone" has been used at the Valley Vocational School

in La Puente for several years. The Notional-Functional approach is unique and helps students acquire an understanding of American language practice as well as proficiency in telephone use." Cassette, student's book, and teacher's book available.

Business; English; Not Verified

Fisher, David. Commercial English Comprehension Passages. London: Longman Group Limited, 1968.

"Texts of increasing difficulty."

Business; English; Not Verified

Gartside, L. English for Business Studies. Plymouth: Macdonald and Evans, unable to verify date of publication.

No other information available at this time.

Business; English; High Intermediate

Gillibrand, Patrick and Vivienne Maddock. The Manager and His Words: An Introduction to the Vocabulary of Business English. Oxford: Pergamon Institute of English, 1982.

"Materials designed to introduce English business vocabulary to intermediate/advanced students who are familiar with business terminology in their own language or who are learning business organisation and management through the medium of English. Each of 22 units describes an aspect of business management and comprises a descriptive text, a glossary of technical terms, a list of abbreviations, a cloze passage and problems for written and oral discussion. A further unit presents a 'file' for role playing. A notable feature of this approach is that by setting out to explain how business is organised and managed, it introduces the appropriate terminology in a totally natural context."

Business; English; Intermediate

Hacikyan, A. Jack and Marilyn Gill. Business in English: A Communicative Skills Approach. New York: Regents Publishing Company, Inc., 1980.

Each unit contains a dialogue using English in everyday business situations, followed by a series of oral and written exercises. The entire text is contextualized in that it tells a story. When relevant to the dialogue, realia, such as a resume, a letter of application, or a letter of complaint, is used to enhance the reading. The ultimate goal is to acquaint the students with typical business terminology and procedures in an interesting, contextual/situational way. However, the exercises do not adequately prepare students for the communicative role-playing at the end of each section. Because of their nature, the exercises tend to reinforce traditional approaches to teaching languages and hence, the title may be slightly misleading. Teachers who use this text will need to supplement it quite frequently with oral exercises that fit the context of the story line.

Business; English; Intermediate

Henderson, Keith (Editor). The Evans Dictionary of Commercial English. Evans Brothers Ltd., 1977.

This is a "dictionary of commercial terms written for the foreign student with a limited knowledge of English who needs to be familiar with the vocabulary of the modern business world. It can also be used as a clear and helpful source of reference for any office. There is a detailed explanation of all the most commonly used terms in shipping, banking, insurance, and computing, with many colloquial terms which can cause difficulty. There are numerous cross-references for comparison and further information, throughout the text."

Business; English; Intermediate

Institute of Modern Languages. Management. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Business; English; Intermediate

Institute of Modern Languages. Business Communication. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Business; English; High Intermediate

Jenkins-Murphy, Andrew. The Language of Marketing in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1981.

The following topics are discussed in this volume: the scope of marketing; product planning; product policy—what sells; channels of distribution; pricing; communication—promotion and selling; from maker to user; research; and the future of marketing. The text does an excellent job of briefly introducing students to the various aspects involved in a career in marketing. Little is provided, however, by way of communicative skills development. This the resourceful ESL instructor will have to compensate for by developing his/her own materials which will relate to the reading in each unit.

Business; English; Advanced

Jones, J. Stanley. English for the Business Student. London: Evans Brothers Limited, 1963 (Eighth impression 1979).

Though not specifically designed for English as a second language students, this text provides useful information on correct, current English usage in business. It stresses vocabulary development, punctuation, spelling, and the development of a critical 'eye' to notice errors and be able to correct them.

Business; English; Not Verified

Knight, Michael and Bea Woolrich. English at Work. London: Long-

man Group Limited, 1974.

No other information available at this time.

Business; English; Low Intermediate

Knowles, Phillip L. and Ruth A. Sasaki. Fluency Squares for Business and Technology. New York: Regents Publishing Company, Inc., 1981.

Based on an interesting concept of visually representing the kinds of information and relationships that are fundamental in technical and business English, Fluency Squares focuses on information processing and the development of oral fluency. For each lesson, there are written exercises, dictations, and tests. Though these materials are effective in working on conceptual problems, they do not deal with social expressions or situations or with specialized vocabulary. Of particular benefit to students are the many charts and graphs in each unit, since knowledge of them is essential in technical communications.

Business; English; Not Verified

Kruse, Benedict and Bettijune Kruse. English for Business: Marketing. New York: McGraw-Hill International Book Company, unable to verify date of publication.

"This is a practical reader for people in business or students interested in learning more English which emphasizes business terminology in the field of marketing. Easy to use and highly adaptable to both class or individualized instruction, this job-oriented text introduces pertinent terminology and structure through simple sentences most commonly used with particular job categories (i.e. telephone sales, purchasing, credit, advertising, management, etc.). Varied practice drills followed by written exercises reinforce and expand the new language concepts. Further reinforcement is gained through carefully controlled and high-interest reading selections about particular business situations in which previously introduced characters interact, giving the student a realistic idea of what a certain job is like. Comprehension questions follow and may be used in written and/or oral form. Two

cassette tapes are available which give students additional practice in listening and speaking English as it is used in practical day-to-day job situations."

Business; English; High Intermediate

Mack, Angela. The Language of Business. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

The course covers a wide range of terms, expressions, and activities in business, especially marketing. The book includes a glossary of some 1,000 business terms. Four cassettes are also available.

Business; Spanish; Bilingual

Martinka, Marie and Cristina Rodríguez. Matemática vocacional para el comercio. Cincinnati, Ohio: South-Western Publishing Company, 1975.

This is a translation of Vocational Mathematics for Business.

Business; Spanish; Bilingual

Martinka, Marie and Cristina Rodríguez. Matemática vocacional para el comercio. Cincinnati, Ohio: South-Western Publishing Company, 1975.

This is a translation of Vocational Mathematics for Business.

Business; English; Not Verified

McIntyre, Philip N. and Clive Ansell. "English Language in Industry." Melbourne, Australia: Adult Migrant Education Services, 1979.

McIntyre (in charge of the Initial Pilot Project) and Ansell (Director, Industrial Program) have developed materials from on-site experience. The Industrial Program, English for Migrants, has been in operation, on-site, for some 7 or 8 years. For further information contact:

Mr. Philip N. McIntyre
Adult Migration Education Services
250 Elizabeth St. (Myer House--3rd floor)
Melbourne, Victoria, 3000, Australia
(03) 663-2781

Business; English; Not Verified

Nierobisch, Christel and N. Dooley. English for Business and Industry.
Vancouver, British Columbia: Vancouver Community College, 1980.

A slide tape program largely produced by faculty at Vancouver Community College. For information contact:

Christel Nierobisch
Vancouver Community College/King Edward Campus
2750 Oak St.
Vancouver, B.C. V6H 2N2

Business; English/Spanish; Bilingual

Nieves, Enrique. Topics for Business English for Spanish Speaking Students. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

"South-Western's bilingual texts have been designed to meet the needs of a number of students, including:

- *students who are studying Spanish or English as a second language and who want to develop practical skills so they can use the language in a career.
- *students who are studying in a field such as business and who want to integrate this study with their second language

to develop bilingual proficiency in their area of concentration."

Business; English; Intermediate

Norman, Sue and Clive Moffat. Export English. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

This program is "a course on business with special emphasis on the language and practices relating to international trading...It covers marketing, pricing, finance, trade fairs, agents, reorganization, methods of payment, and board meetings. It also touches upon office routine, telephoning, and other practical aspects of business life. Three cassettes and a textbook are available."

Business; English; High Intermediate

O'Reilly, Maire, Philip E. Moran, and Nicolas Ferguson. Talking Business. London: Macmillan Education, Ltd., 1975.

"High Intermediate and Advanced ESL. Dialogues of business situations. British and American usage included. Tapes and transcripts available."

Business; English; High Intermediate

Okada, Barbra Teri and Nancy Taeko Okada. Do's and Don't's for the Japanese Businessman Abroad. New York: Regents Publishing Company, Inc., 1973.

The purpose of this book is to give Japanese businessmen who travel extensively throughout the world an idea of what to expect outside of their country. The book compares Japanese values to those of the Western world. It discusses customs in the U.S., London, Paris, Rome, and Argentina. In addition, there are discussions on types of dress, foods, table manners, telephone conversations, what to do in an emergency, general advice on dating Western women, and so forth. This is

a kind of book of social etiquette which is useful around the world.

Business; Spanish/English; Bilingual

Orozco, C.R. Spanish-English/English-Spanish Commercial Dictionary. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., unable to verify date of publication.

A complete catalogue of materials available in this series can be obtained by writing to Pergamon Press at Maxwell House, Fairview Park, Elmsford, New York, 10523.

Business; English; Beginning

Pearson, Christopher. Getting Down to Business in English. London: Heinemann Educational Books, 1974 (Book 1) 1976 (Book 2).

This two book series serves as a general ESL text in a contextualized setting. Thus, the title might be slightly misleading, though the publisher's notes indicate that these books are "for students who want to learn business English." Typical situations encountered in this series include travel, offices, banks, restaurants, hotels, buying and selling goods, using the telephone, and simple letter writing. There are teacher's manuals that accompany both texts. In addition, all the readings and conversations have been recorded and are available on tape, as are the exercises.

Business; Italian; Bilingual

Popescu, J. Italian for Commerce. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., unable to verify date of publication.

A complete catalogue of titles available in this series can be obtained from Pergamon Press at Maxwell House, Fairview Park, Elms-

ford, New York, 10523.

Business; English; Intermediate

Rowlands, K.E. Management English. Kent: Hodder and Stoughton Limited, 1977.

This text for foreign executives concentrates on fluent, natural language in realistic business situations. It covers the following topics: analyzing, deciding, communicating, controlling, negotiating, problem-solving, organizing, and planning. The program consists of a course book, an activities book, and audio materials.

Business; English; High Intermediate

Speegle, Roger and William B. Giesecke. Business World. New York: Oxford University Press, 1983.

This book is based on a variety of authentic articles from business magazines. The general areas covered by these articles deal with environmental and social issues, retailing, economics, energy, and management. Following each article are fill-in-the-blanks exercises stressing business terms. A grammar structure review with exercises follows. The final three sections deal with discussion questions, panel discussions, and debates based on the reading. These sections stress oral communication.

Business; English; Intermediate

Stanwell, Sheila and Sandra Nicholls. English for Commerce. Modern Office Limited. Oxford: Oxford University Press, 1976.

"A course consisting of textbook and four cassettes. English suitable for intermediate level students who already have a basic grounding in the language...The course involves the story of an imaginary firm dealing in office equipment, situated in an imaginary country called Dongali. There are dialogues, language commentary, and a large number of exercises

for the students. The exercises can be used for oral or written work and can be done by students singly or in groups. Each unit deals with a different situation in business life using appropriate vocabulary and structure."

Business; English; Low Intermediate

Taylor, Marcia (Revised and edited by Lise B. Ragan). Orientation in Business English. Secretarial Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1972.

The purpose of this series is to promote basic conversational English while providing students with an introduction to office terminology and skills. Though a bit stilted, the readings in which office activities are described are grammatically useful for students. The brief readings focus on such topics as typing, dictation, taking telephone messages, filing, travel agencies, duplicating, working overtime, writing business letters, job preparedness, and form letters. The duties of stenographers, printers, sporting goods sales managers, office nurses, personal secretaries, subscription supervisors, switchboard operators, and secretaries are briefly discussed. I believe that this type of textbook works best in a vocational setting where students are working concurrently on developing career skills as well as language skills, such as the Center for Employment Training (San Jose, California).

Business; English; Intermediate

W-B Olsen, Roger E. American Business Encounters. San Francisco: The Alemany Press, 1981.

"Presents situations for student discussion or essays dealing with business situations to help the newcomer understand American business practices and 'business culture'. Covers relations with customers, employees and suppliers. Ideal for adult or pre-VESL programs with students who operate small businesses--grocery stores, cafes, etc."

Business; English; Intermediate

Webb, John, Anthony Howatt, and Michael Knight. A Modern Course in Business English. London: Oxford University Press, 1967.

"An intermediate refresher course for adults, with programmed units for preparatory and revision work at home. Student's book, units, and tapes available. Can be used as supplementary text."

Business; English; High Intermediate

Wise, Sheldon. Essentials of Management. English for Special Purposes Series. Washington, D.C.: American Language Academy, 1979.

The text is aimed at improving students' ability to read the kind of English used in the field of management. The author points out that students will learn technical English grammar through context in order to recognize main ideas as they read texts dealing with management. The book's second objective is to teach students listening skills so they may successfully listen to and record ideas from lectures in a university course in management. A third objective is to assist students to improve their speaking and writing abilities. And lastly, the book attempts to introduce the field of management to students who are learning English as a second language.

Business; English; Not Verified

Woolcott, L.A. and W.R. Unwin. Communication for Business and Secretarial Students. London: Macmillan Educational, 1974.

No other information available at this time.

Business; Spanish/English; Bilingual

Wright, Kenneth. Bilingual Access Program: Developmental Materials for Non Native Students: Business/Secretarial. Elgin, Illinois:

Elgin Community College, 1980.

This VESL course has been designed for LEP students enrolled in Business Communications at Elgin Community College. "Students are expected to have a high level of English proficiency, take notes from a fast-paced lecture, participate in class discussions, and submit grammatically correct compositions."

Business; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Business Letters; English; High Advanced

Allen, Bryan. The Business Letter. London: Evans Brothers Limited, 1978.

The author gives clear, brief descriptions of the format of business letters. He follows this section with samples of different types of business letters. Near native proficiency is assumed throughout.

Business Letters; Spanish; Bilingual

Andújar, María and José L. Iglesias. Mecanografía al día. New York: Regents Publishing Company, Inc., 1977.

This text, written in Spanish, will be of assistance to bilingual secretaries who need a reference guide to the type of "formal" address used in Spanish business letters. Most of the book, however, is dedicated to teaching students how to type. In a bilingual VESL program, this useful booklet could be used to teach the rudimentary principles of typing to Spanish speaking students, while they take courses in ESL in preparation for the job market in the U.S.

Business Letters; Spanish; Bilingual

Añorga Larraalde, Joaquín. Correspondencia comercial. New York: Minerva Books, Ltd., 1969.

This useful guide to writing letters in Spanish has examples, exercises, and structure notes to help student of other languages understand how letters are composed in Spanish.

Business Letters; English; High Intermediate

Atkinson, Philip S. and Helen Reynolds. Business Writing and Procedures. New York: Atlantis Publishers, Inc., 1981.

"Business Writing and Procedures guides students who have a good

working knowledge of English toward proficient business writing. A wide variety of sample letters and reports aid students in acquiring the skills needed to write personal and professional business letters, informal and formal reports, and correspondence concerning job applications. A special section focuses on letters and documents regarding international trade."

Business Letters; English/German; Advanced

Bell, Terry, Roy Flindall, and Peter Treacher. Business Letters in English. Includes Teacher's Notes. London: The Centre for British Teachers Limited, 1979.

"A course of 16 units, designed for more advanced students of commercial English. The course covers the drafting, layout and phrasing of business correspondence, how to deal with information taken from the telephone, memos or notes, and telegram, cable and telex communications. The types of letters dealt with include inquiries, orders, payments and complaints. Sections are also provided for translation from and into German. The course is ideally suited to Hohere Handelsschule."

Business Letters; English; High Intermediate

Eckersley, C.E. and W. Kaufmann. English Commercial Practice and Correspondence. London: Longman Group Limited, 1973.

"For students who have learnt English for about 2 years."

Business Letters; English; Not Verified

Eckersley, C.E. and W. Kaufmann. English and American Business Letters. London: Longman Group Limited, 1974.

No other information available at this time.

Business Letters; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English Letter Writing. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979.

This book was "written for those who need to understand and/or write business letters in English. It covers situations such as inquiries, orders, payments, job applications, and so on. The letters are recorded on five cassettes for dictation practice."

Business Letters; Spanish/English; Bilingual

González del Valle, Luis and Antonlín del Valle. Correspondencia comercial: fondo y forma. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

According to the publisher's notes, this book is designed for "students who are studying Spanish or English as a second language and want to develop practical skills so they can use the language in a career" and for those "who are studying in a field such as business and who want to integrate this study with their second language to develop bilingual proficiency in their area of concentration."

Business Letters; English; High Intermediate

Gordon, D. Ian. Basic Business Letters. London: Heinemann Educational Books, 1973.

This book is intended to help students write simple, accurate, and effective business and commercial correspondence. The author assumes that those students will not need to listen to or speak English. Thus, the drills are aimed at developing good reading comprehension and writing effectiveness in English. Models are provided throughout and the exercises provide additional models for students. This text is written in British English; thus, American equivalents should be given wherever there are variants.

Business Letters; English; Advanced

Gordon, D. Ian. Practical Letter-Writing. London: Heinemann Educational Books, 1967.

As indicated by the language level above, the author assumes that those students who can best benefit from his book have a solid grounding in English and its usage. The author discusses in detail the two types of letters: personal and formal--their layout, subject matter, invitations and inquiries, letters of complaint and answers to them, and letters of application for jobs. Of value are the many examples given of both personal and formal letters, as well as the exercises.

Business Letters; English/German; Bilingual

Harvard, Joseph. Bilingual Guide to Business and Professional Correspondence. (German/English). Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., 1965 (Reprinted 1979).

This book provides useful phrases for composing a variety of business letters--from making business arrangements to applying for a business position. Since the guide makes no attempt to "teach" language skills, there are no exercises included in the text. The book concentrates rather on those sentences and phrases that will be helpful in business correspondence. The arrangement of materials is quite useful with English on one and German on the opposite page.

Business Letters; English/Spanish; Bilingual

Harvard, Joseph and I.F. Ariza. Bilingual Guide to Business and Professional Correspondence. (Spanish-English). Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., 1970 (Reprinted 1979).

For annotation refer to Harvard, Bilingual Guide (German-English).

Business Letters; English/Italian; Bilingual

Harvard, Joseph and M.M. Miletto. Bilingual Guide to Business and Professional Correspondence.(Italian-English). Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., 1973 (Reprinted 1982).

For annotation refer to Harvard, Bilingual Guide (German-English).

Business Letters; English/French; Bilingual

Harvard, Joseph and Felix Rose. Bilingual Guide to Business and Professional Correspondence.(French-English). Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., 1965 (Reprinted 1981).

For annotation see Harvard, Bilingual Guide (German-English).

Business Letters; Spanish/English; Bilingual

Jackson, Mary H. Manual de correspondencia española/A Practical Guide to Social and Commercial Correspondence. Skokie, Illinois: National Textbook Company, 1978.

No other information available at this time.

Business Letters; English; Intermediate

Kench, A.B. The Language of English Business Letters. London: Macmillan Education Limited, 1972.

"Ten short sections introducing structures followed by sample correspondence and exercises in letter writing."

Business Letters; English/German; Bilingual

Kenngott, Eberhard. German and English Letters. New York: Regents Publishing Company, unable to verify date of publication.

"This is a bilingual guide, equally suitable for English and German speaking students, to the correct writing of business correspondence in the two languages."

Business Letters; English; Advanced

King, F.W. and D. Ann Cree (Revised by David O'Gorman). English Business Letters: Commercial Correspondence for Foreign Students. London: Longman Group Limited, 1962 (Revised edition, 1980).

This book is intended for students who have mastered basic grammar and acquired a fair knowledge of vocabulary and idiomatic expressions and who wish to apply this knowledge to writing business letters. The authors give many examples of different types of letters with excellent exercises following each.

Business Letters; English; Not Verified

Love, Charles and Joseph Tinervia. Commercial Correspondence for Students of English as a Second Language. New York: McGraw-Hill Book Company, 1980.

"This book offers a simple treatment of the basic elements of American business English in 14 lessons which include such titles as: Sample Business Letters, Greeting or Salutation, The Letter of Application, Orders and Remittances, and Invoices and Statements. Each lesson contains four sections: a presentation of material, a discussion of the material presented, a grammar review, and exercises. An appendix contains abbreviations, common irregular verbs and their parts, and a list of frequently used business terms. The text may be used for classroom or self-study, or as a handbook for secretaries."

Business Letters; English/Spanish; Bilingual

Maschwitz, Elizabeth. Typing for Spanish Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

The copy I used of the manual was labeled "draft." Designed for Project Mainstream, these materials have been prepared to help students learn the various parts of a typewriter, develop knowledge of the typewriter keyboard, learn correct finger positioning, master correction symbols, and learn the basic types of communications such as memorandums, announcements, and letters.

Business Letters; English; Low Advanced

McKellen, Joy and Mavis Spooner. Business Matters: Practice Materials in Business Correspondence. London: Pergamon Press, 1982.

Though the authors assume that students using this booklet are knowledgeable in commercial transactions, I believe it provides an excellent introduction to even those who have had no previous experience in the field of business practice. The booklet takes students through formatting letters, applying for jobs, enquiries, replying to enquiries, quotations and offers, orders, terms of business, complaints, payments, and status enquiries. There is also a section dedicated to foreign trade--import/export, banking, and insurance. Each unit contains useful exercises which encourage active learning, such as sentence completion, comprehension of reading passages, and reactions to complaints. An integral feature of this booklet is the recorded material which includes conversations, dialogues, and model letters for dictation purposes.

Business Letters; Spanish; Bilingual

Montaño García, Agustín. Correspondencia de los negocios. (Business Correspondence). México: Editorial Trillas, S.A., 1979.

This practical guide was "designed to prepare bilingual secretaries in the correct editing of business letters. The characteristics and

style of both Latin American and North American letters are analyzed."

Business Letters; English; High Intermediate

Spooner, Mavis D. and Joy S. McKellen. Practical Business Letters.
Middlesex: Thomas Nelson & Sons, Ltd., 1975. (U.S. distribu-
tion--Boston: Heinle and Heinle Publishers, Inc.).

"This book teaches the elementary student how to write clear, simple and correct business letters in English. The book consists of five chapters and includes a glossary of terminology and abbreviations at the back. The first chapter examines the layout of a letter. Subsequent chapters look at letters on a wide range of different subjects--making inquiries, orders, and complaints, booking hotels, and arranging for freight and insurance. There are plenty of model letters, and each key point is supported by a large number of exercises. Structures and vocabulary have been kept as simple as possible, although the most common business terms have naturally been introduced."

Business Letters; English; High Intermediate

Spooner, Mavis D. and Joy S. McKellen. Commercial Correspondence in English. Middlesex: Thomas Nelson & Sons, Ltd., 1975 (U.S. Distribution--Boston: Heinle and Heinle Publishers, Inc.).

"Designed for intermediate to advanced level students who already have a basic knowledge of business operations, this book is also valuable for English teachers without a specialist knowledge of business, and for commerce teachers who are unfamiliar with the techniques of language teaching. The student is shown how to write clear, simple and correct letters on business subjects, and is given carefully constructed exercises and opportunities for language practice. This book indicates the most recent changes in business practice, and points out the difference between American and English usage. The first chapters deal in detail with the layout of letters. Following chapters look at domestic and international trade transactions, supplying important information on how English companies operate. There is also a section on international correspondence and methods of payment."

Business Letters; English/Spanish; Bilingual

Steel de Meza, Barbara. Business Letter Handbook, Spanish-English/Manual de correspondencia comercial, español-inglés. New York: Regents Publishing Company, Inc., 1973.

As the title suggests, this manual is designed to fill a need for an up-to-date guide to writing business letters in Spanish and English. It is most appropriate for bilingual secretaries who may need a quick reference check. Writing letters in Spanish is presented first (in English) followed by a section on writing letters in English (in Spanish). Then, examples of different types of business letters are given, with English on one side of the page and Spanish on the other.

Careers; English; High Beginning

Ackerman, Anne S., Miriam Levitt Baygell, and Marilyn Fishel. It Happened on the Job. New York: Globe Book Company, Inc., 1979.

Each unit briefly introduces a different job. The book's basic aim is for students to learn about themselves and their career interests. Each story is followed by a series of reading skills development exercises. They introduce and reinforce vocabulary from that unit.

Careers; English; Intermediate

Bromley, Robin and Walter J. Miller. English for Office Careers. New York: Minerva Books, Limited, 1982.

This book introduces students to various types of office careers: receptionists; file clerks; typists and other office machine operators; secretaries and stenographers; shipping, receiving, and stock clerks; cashiers and collection agents; bookkeepers and statistical clerks; accountants; marketing, advertising, and public relations workers; purchasing agents and buyers; industrial traffic managers; personnel and labor relations workers; computer operators, programmers, and systems analysts; bank tellers, clerks, and officers; and insurance actuaries, claim representatives, and underwriters. Each section begins with a list of vocabulary words in the reading. Following is a reading selection which discusses the duties and responsibilities of each of the careers listed above. There is a section on grammar and some exercises and finally, a section on idioms and useful phrases. Each chapter gets progressively more difficult. Though some of the grammar exercises may appear easy, the language required of the students is rather sophisticated. For example, in the very first reading, one of the exercises requests students to list "two or three reasons why some people work part-time instead of full-time." In order to discuss that topic, students must have a fairly decent command of English. For those students who are at the intermediate level, and are not sure what they are seeking in an office setting, these readings can provide valuable information on career orientation and guidance.

Careers; English; Intermediate

Christ, Henry I. The World of Careers. New York: Globe Book Company, 1980.

"The workers speak for themselves in this book about careers. The book contains selections based on the experiences of real people. A number of the accounts grew out of actual interviews with the workers. Among the subjects are a welder, a cabinet maker, young workers in a fast-food restaurant, an actor, and a family of steeple-jacks. Each short reading selection is followed by several pages of varied skills exercises, to develop basic comprehension and vocabulary skills and key concepts in grammar and usage."

Careers; English; High Intermediate

Dobson, Julia M. and Gerald S. Hawkins. Conversation in English: Professional Careers. New York: American Book Company, 1978.

This book deals with vocabulary, skills, and experiences in 25 professional careers. The topics cover a wide range of experience--from auto mechanic to travel agent. "Through a combination of innovative, challenging activities, Professional Careers provides students with the skills they need to discuss their own futures. Each of its twenty-five units treats a different profession and includes a descriptive illustration, a related word list, a realistic dialogue, and a variety of exercises involving oral and written communication. Teachers can present the self-contained units, and even the activities within them, in any order. The book includes detailed teacher's notes, a list of notions, and a dictation on each profession."

Careers; English; Low Intermediate

Educational Research Council of America. Real People at Work Series. Career Development Department, Louis A. McElroy, Director. Cleveland, Ohio: Educational Research Council of America, 1977.

150 titles about one or more real people on the job. Includes such occupations as electrician, tool and die apprentice, and so forth. For information write to:

EMC Publishing
Changing Times Education Service
300 York Avenue
St. Paul, Minnesota 55101
(800) 328-1452

Careers; English; High Intermediate

Finson, Bruce. Laura Cares for Pets. People Working Today Series.
Hayward, California: Janus Book Publishers, 1976.

This reader, like the others in the series, is not designed for the vocationally oriented ESL student; however, with the addition of cloze exercises and other reading activities, it can be adapted to suit the needs of that student population.

Careers; English; Not Verified

Gateway Technical Institute. "VESL Series." Kenosha, Wisconsin:
Gateway Technical Institute, 1977 and 1978.

This series includes units on automotive mechanics, custodial assistance, driver education, maid service, machine-tool operation, nursing assistance, and small engine mechanics.

Careers; English; Not Verified

Gateway Technical Institute. Vocational English, Levels I, II and III. Kenosha, Wisconsin: Gateway Technical Institute, 1976.

"Each level has units on several different occupations. Level II has a unit on the Key Punch Operator and Level III has a unit on Data Processing. But there are other areas in all three levels which might be of use in the class."

Careers; English; High Beginning

Glasner, Lynne and Marilyn Thypin. "Career Readers Series." Pace-maker Vocational Readers. Belmont, California: Pitman Learning, Inc., 1976.

Though not designed specifically for ESL students, these ten realistic, career-oriented stories describe "the experiences of a young adult deciding to get a job, looking for one, being interviewed, and his or her initial experiences on the job. By depicting characters and situations with which students can identify, this unique series provides high interest while presenting practical information about job-getting and job-keeping in a confidence-building style. Each of the 10 jobs examined requires little or no reading ability or experience and is a job that special-needs students have demonstrated they can successfully handle. Text is simple and kept to a minimum. Photographs on nearly every page highlight different aspects of each job and reinforce the book's story line. Job-related words are underlined in the text and are explained in the back of each book in a 'Picture Dictionary.' An additional feature of this comprehensive program is the set of tape cassettes that contain word-for-word transcripts of the stories." Titles in the series are:

Ready to Go (Auto Mechanic's Helper)
Someone for the Summer (Waitress)
Until Joe Comes Back (Supermarket Stock Clerk)
Power On and Start Print (Duplicating Room Worker)
The Other Side of the Counter (Short-Order Cook)
Give the Kid a Chance (Baker's Helper)
I'll Try Tomorrow (Gardener)
Fitting Right In (Sewing Machine Operator)
And It's So Quiet (Porter/Janitor)
You Know How Children Are (Day Care Center Aide)

Careers; English; Intermediate

Jew, Wing and Robert Tong. Janus Job Planner: Career Planning. Career Education Series. Hayward, California: Janus Book Publishers, 1976.

Designed for adult learners, this booklet offers valuable suggestions for what kind of work might be best suited to individual tastes.

Careers; English; High Intermediate

John, Hughes. Janet the Hospital Helper. People Working Today Series. Hayward, California: Janus Book Publishers, 1975.

This is basically a reader (no exercises, no drills, just a reader) designed for adult learners, not necessarily ESL students. The author places a person in a particular vocation and then develops an interesting short story about that individual.

Careers; English; High Intermediate

John, Hughes. Bob the Super Clerk. People Working Today Series. Hayward, California: Janus Book Publishers, 1975.

This is a reader designed for adult learners, not necessarily ESL students. The author places a person in a particular vocation and then develops a short story about that individual.

Careers; English; High Intermediate

John, Hughes. Larry the Logger. People Working Today Series. Hayward, California: Janus Book Publishers, 1977.

Though not designed specifically for ESL/LEP students, this reader can be adapted, using reading activities and exercises, by the resourceful ESL reading instructor who wishes to use vocationally oriented materials in his/her reading course.

Careers; English; High Intermediate

John, Hughes. Jester the Bellhop. People Working Today Series. Hayward, California: Janus Book Publishers, 1975.

This is a reader designed for adult learners, not necessarily ESL students. It places a person in a particular vocation and then develops a story around him or her.

Careers; Spanish/English; Bilingual

Lamertino, Robyn. Leamos sobre veinte ocupaciones (Let's Read About Twenty Trades). Honolulu: University of Hawaii, College of Education, 1978.

This workbook is "designed to ease the Spanish-speaking student into English." Stories about twenty different trades are presented. "As the book progresses, more English is used in the exercises and related activities."

Careers; English; High Intermediate

Larned, Phyllis. Julie at the Pumps. People Working Today Series. Hayward, California: Janus Book Publishers, 1977.

Though not intended for VESL, this reader can be adapted by the instructor using a variety of reading exercises and activities. The reader itself does not have any exercises--it is strictly a reader.

Careers; English; High Intermediate

Larned, Phyllis. Kerry Drives a Van. People Working Today Series. Hayward, California: Janus Book Publishers, 1977.

Though not strictly written for ESL/LEP students, this reader can create interest for those students with proper guidance and assistance from a resourceful ESL reading instructor.

Careers; English; High Intermediate

Larned, Phyllis. Johnny at the Circuits. People Working Today Series. Hayward, California: Janus Book Publishers, 1977.

Though not written specifically for the ESL/LEP student, this resourceful reader can be adapted to suit the needs of such students. Basically a reader, the book contains no exercises, so the ESL in-

structor who wishes to use vocationally oriented readers will need to supplement with activities to make this book a useful learning tool.

Careers; English/Spanish; Bilingual

Oppenheimer, Zelda V. Careers for Bilinguals. San Francisco: The Alemany Press, no date given.

"A new multi-media curriculum package intended for Spanish speaking minorities who have developed within non-standard English or foreign language environments. Includes exercises in career orientation, math, social studies, and consumer awareness. Career awareness (is) emphasized through dialogues, discussion questions, illustrations, worksheets, and audio tapes. The teacher (assists students) with reading comprehension, vocabulary development, and evaluations."

Careers; English; High Intermediate

Otfinoski, Steven. Tony the Night Custodian. People Working Today Series. Hayward, California: Janus Book Publishers, 1977.

This booklet is basically a story about a night custodian. The text itself is a reader with no exercises. However, the teacher's "booklet" has excellent suggestions on how to use the material and provides the practitioner with exercises to develop reading and vocabulary skills.

Careers; English/Spanish; Bilingual

Regents Publishing Company. Careers for Bilinguals/Carreras para bilingües. New York: Regents Publishing Company, unable to verify date of publication.

"This is an exciting multimedia program which acquaints students with career opportunities for bilinguals. It consists of 12 kits, each of which contains two full-color filmstrips and two cassettes, which are recorded in English on one side and Spanish on the other. A teacher's

manual and a set of spirit duplicating masters are included. Available in the kits are: transportation, communication, health services, public service, business and finance, marketing and distribution, construction, manufacturing, agriculture, education, arts and entertainment, energy and natural resources."

Careers; English; Intermediate

Roberts, John (Editor-in-Chief). "Basic Skills Booklets." Springdale, Connecticut: Illuminations Unlimited, 1981.

This publisher has printed several booklets designed for secondary-school and junior-college students. Though not specifically designed for ESL students, the language used is simple and clear, with "mature, sophisticated graphics and illustrations." Each booklet addresses an urgent learning need: How to Write a Resume and Find a Job; Jobs for the 1980's: Where Your Future Is; Life Skills: How to Fill Out Forms: School Success Skills: Note Taking and Outlining; How to Succeed on Tests; and Getting Organized: Using Your Time Efficiently. Of special interest to this bibliography is the booklet which sketches dozens of high growth jobs for the 80's. The booklet is organized by major job categories:

- Business and Office Jobs, including computer related jobs
- Health Occupations, from doctor to lab technician
- Service Positions, such as cook or beautician
- Scientific and Technical Opportunities, from drafter to forest ranger
- Mechanical Jobs, covering a wide range of repair fields
- Sales Positions, in a number of industries and services
- Construction Occupations, from plumbing to roofing
- Transportation Fields, with emphasis on airlines
- Industrial Production, from raw materials to inspection
- Social Science/Service Jobs, including economics, psychology, and recreation work.

Each job category is described, and the training requirements and promotion expectations for each position are listed.

Careers; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Occupations. Adult

Basic Literacy Education Skills Training Series (ABLEST).
Belmont, California: Pitman Learning, Inc., 1980.

This booklet provides an excellent introduction to intermediate students about job preparedness--looking for, applying for, and keeping a job.

Careers; English; Not Verified

Rutgers Vocational-Technical Curriculum Laboratory. "Vocational Skills" Series. New Brunswick, New Jersey: Rutgers University Vocational-Technical Curriculum Laboratory, 1974.

"This series includes Alphabetizing, Word Meaning, and Word Study in the following: Auto Shop, Beauty Culture, Horticulture."

Careers; English; Intermediate

Rutgers Vocational-Technical Curriculum Laboratory. "I Know--A Vocabulary Game For" Series. Department of Education. New Brunswick, New Jersey: Rutgers University Vocational-Technical Curriculum Laboratory, 1976.

"The following trades are included: Carpentry, Construction Technology, Drafting, Electrical, Electronics, Food, Plumbing, Printing, and Upholstery."

Careers; English; High Intermediate

Shalit, Stanley. Alex on the Grill. People Working Today Series. Hayward, California: Janus Book Publishers, 1976.

Though not designed specifically for LEP/ESL students, this interesting reader can be adapted by the resourceful ESL reading instructor who wishes to use vocationally oriented material. Exercises and reading activities are needed to supplement the materials found in this reader.

Careers; English; Low Intermediate

Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Eighteen inexpensive workbooks develop reading comprehension skills focusing on jobs and careers, personal interests and aptitudes, and useful life skills. The "Career Guidance" books "integrate basic skills with a cohesive, sequential program in occupational planning--determining career interests and objectives, job training and procurement, good working habits, and long-range career development." Among the titles are: Wanting a Job, Training for a Job, Looking for a Job, Starting a Job, Holding a Job, and Changing a Job. There is a teacher's guide for each book which provides information, suggestions, teaching strategies, and answer keys. This book is now distributed by:

Cambridge: The Adult Education Company
888 Seventh Avenue
New York, New York 10106

Careers; English; Low Intermediate

Westbrook, Colston R. VESL Dialogues. Oakland, California: Indo-chinese Ecumenical Community Center, 1981.

These materials were developed specifically for Indochinese students; however, the author plans to use them with Haitian refugees in the near future. This shows the ease with which the materials can be adapted to the language group with which one is dealing. The materials include a series of about 50 dialogues, each of which is dedicated to a specific vocation. The examples I have (dialogues 20, 26, 27 as well as one dealing with a janitor and one with a gardener) are short, one-page situational dialogues using vocabulary specific to the occupation. Dialogue 20 deals with completing a job application, 26, working as a gas station attendant, and 27, getting gasoline and oil. For further information, contact:

Colston R. Westbrook, Chief Consultant
Minority Consultants
P.O. Box 2331
Berkeley, CA 94702
(415) 841-2307

Careers; English; Beginning

Wisconsin Resettlement Assistance Office. English on the Job. Madison, Wisconsin: Wisconsin Resettlement Assistance Office. Division of Emergency Government and Wisconsin Board of Vocational, Technical and Adult Education, 1976.

"The material in this series of lessons has been developed for use in ESL classes. It is designed to provide Indochinese students with language skills needed in the world of work along with an overview of available vocational diploma programs. Students using these materials will increase their knowledge of career opportunities as they become proficient in the use of English. These materials should be used to supplement the lessons provided in a structured ESL text. The cassette program includes food preparation, nursing assistance, safety, welding, maintenance, general factory work, machine operation, agricultural work, general office work, auto mechanics, small engine repair, blueprint reading, auto body repair, keypunch operation, upholstering and auto trimming, practical nursing, data processing, mechanical drafting, and electronic servicing."

Careers; English; Beginning

Yedlin, Jane. Double Action Picture Cards. Reading, Massachusetts: Addison-Wesley Publishing Company, 1980.

Based on a functional/notional approach, these picture cards are intended to teach structures, vocabulary, and functions of English to students at the beginning to intermediate levels. The cards show a character in two distinct situations. One side, of interest to us, illustrates the character in a work setting. The occupations cover a wide range: chef, bank teller, appliance salesman, secretary and boss, factory worker, restaurant owner, gas station attendant, baby sitter, boxer, teacher, customs agent, homemaker, pharmacist, carpenter, painter, mover, driver, seamstress and tailor, tour guide, farm family, police officer, cowgirl, telephone operator, and pawnshop owner. The teacher's guide has lists of vocabulary words, questions that can be used to elicit responses using that vocabulary, and additional activities, such as role plays. A firm believer in visual aids, I believe these cards, used properly, can serve as an excellent introduction to vocational students who may be undecided as to their career. In addition, it gives students language practice using vocabulary which is useful for a given vocation.

Carpentry; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Instructions. Washington: Beaverton School District, 1978.

This booklet provides detailed safety instructions for using sanders, saber saws, routers, portable drills, scroll saws, handsaws, drill presses, jointers, uniplanes, planers, radial arm saws, shapers, lathes, and table saws. The translations (1980) were provided by:

Indochinese Language and Resource Center
3030 S.W. Second Avenue
Portland, Oregon 97201

Carpentry; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Tests. Washington: Beaverton School District, 1978.

For annotation see Arlt, Woodworking Safety Instructions.

Carpentry; Spanish; Bilingual

Hayward, Charles H. Carpentería y ebanistería prácticas (Practical Carpentry and Woodworking). Barcelona, España: Ediciones CEAC, S.A., 1979.

This basic guide was "designed for use by beginning carpenters. It provides instructions for using many tools including the plane, the saw, the drill, the chisel, and the c-clamp." In addition, it "discusses various construction and repair techniques for small and large projects. The topics include tool maintenance, woodworking equipment, construction, hardware, joints, and finishes."

Carpentry; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum De-

velopment Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

An excellent workbook for students to learn five instructional areas: basic electricity, maintenance and repair of heating, maintenance and repair of air conditioning, maintenance plumbing, and maintenance carpentry. This manual is part of a series developed for Project Development and Management, School of Technical Careers, Southern Illinois University at Carbondale. Valuable resources include a translation of the introduction and general outline as well as a translation of technical words into Spanish and Laotian.

Carpentry; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Carpentry. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

This text on carpentry is intended for use by LEP students in a VESL setting.

Chemistry; English; Advanced

Allen, J.P.B. and G.W. Widdowson. English in Physical Science.
English in Focus Series. Student's Book and Teacher's Edition.
Oxford: Oxford University Press, 1974.

This text is designed to help non-native speaking students who plan to take courses in the physical sciences, such as chemistry or physics, gain a better understanding of the structures used in those fields. Toward that end, the chapters concentrate on the following subjects: The properties of air, acids, matter and volume, force and pressure, magnets, electrolysis, and the electric bell. The exercises are not of a mechanical nature nor are there repetitious practices. On the contrary, the readings are quite relevant and the type of exercises enhance the learning process with respect to two basic skills: reading and writing. The many illustrative type exercises are presented in an extremely well-organized fashion. I have found these types of exercises most useful and beneficial to the learning process--especially for the high intermediate to advanced students. I suspect that if the material were somewhat less "dense"--in the sense of difficulty--these materials would be useful to high beginning students as well. However, the language would have to be manipulated so that meaning would always be clear. There is a recording of the reading texts available on a cassette.

Chemistry; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage.
New York: Longman, Inc., 1979.

"A new kind of dictionary for those studying science through English. Organized like a thesaurus, the dictionary describes the meaning and usage of 10,000 of the most common terms used in General Science, Physics, Chemistry, and Biology, including Human Biology and Health Science. The Longman Dictionary of Scientific Usage is suitable for students in the last two years of high school or the first two years of college. It is also useful for anyone who needs access to scientific material written in English, and to those teaching English to students in the sciences. Each entry gives maximum information about the meaning and grammatical behavior of a term, reinforced with examples of the term in use and the contexts in which it frequently appears. Special attention is given to the precise meaning of many scientific terms contrasted with their usage in general speech."

Chemistry; English; Low Advanced

Hatward, Timothy, Colin Barron, and Ian Stewart. Chemistry. Nucleus: English for Science and Technology Series. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

Chemistry; English; Advanced

Hawkins, W.F., Ronald Mackin, and G.V.Taylor. Chemistry. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.

- *detailed notes on grammar and vocabulary

- *exercises on comprehension and the use of English

- *guided comprehension practice."

Chemistry; English; Not Verified

Ongley, P.A. Chemistry. Technical English Supplementary Readers Series. London: Longman Group Limited, no date given.

This text is illustrated with diagrams and photographs and has language exercises.

Communications; English; Intermediate

Austin, David and Tim Crosfield. English on the Phone. Stockholm: TBV, 1979.

This book is part of a series. A student text and teacher's notes are available.

Communications; English/Vietnamese; Bilingual

Dainamco. Telecommunications. Glendale, California: Dainamco, no date given.

For information write to:

Dainamco
1145 Viola Street
Glendale, California 91202

Communications; English; High Intermediate

English Language Services, Inc. Integrated Technology: Computers, Calculators, and Communications. Special English Series. New York: Macmillan Publishing Company, Inc., scheduled for late 1984.

This text has been announced by Macmillan.

Communications; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English Telephone Conversations. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979.

This book "was written for the intermediate student who requires specialized practice in making and receiving telephone calls. There are five units, each consisting of four to six recorded

conversations, followed by practical exercises which make full use of telephone procedures and vocabulary. A cassette is available, containing recordings of the conversations."

Communications; English; Intermediate

Feuille, Carolyn. Business Telephone. San Francisco: The Alemany Press, 1983.

"Business Telephone has been used at the Valley Vocational School in La Puente for several years. The Notional-Functional approach is unique and helps students acquire an understanding of American language practices as well as proficiency in telephone use. Cassette also available."

Communications; English/Spanish; Bilingual

Freeman, R.L. Dictionary of Communications and Electronic Terms: English-Spanish/Spanish-English. London: Cambridge University Press, unable to verify date of publication.

No other information available at this time.

Communications; English; Intermediate

Institute of Modern Languages. Telecommunications. Building American English Series. Silver Spring, Maryland: Institute for Modern Languages, Inc., in progress.

No other information available at this time.

Communications; English; High Intermediate

Roe, Peter, Roger Owen, and John Tully. English for International

Cooperation. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

The language used is that needed for international communications. The course shows English in situations where effective communication is vital. Three cassettes and a textbook are available.

Communications; English; Low Intermediate

Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Eighteen inexpensive workbooks develop reading comprehension skills focusing on jobs and careers, personal interests and aptitudes, and useful life skills. "The 'Communications' books help students apply basic skills to content that explores the world of modern communications—television, movies, newspapers, language, the telephone, and written correspondence." Among the titles are The Television You Watch, The Phone Calls You Make, The Newspapers You Read, The Movies You See, The Letters You Write, and The Language You Speak.

Communications; English; Intermediate

Wells, G.W. Electronics and Communications. Technical English Supplementary Readers Series. London: Longman Group Limited, no date given.

This reader provides basic information about electronics and communications. It is illustrated with diagrams and photographs and has some language development exercises.

Community Resources; English; High Intermediate

Adult Performance Level Project. "Coping in Today's Society." Center for Lifelong Education. New York: Harcourt Brace Jovanovich, Inc., 1979.

"Based on extensive research by the APL Project at the University of Texas, the APL Series provides eight sets of materials in the five knowledge areas of Consumer Economics, Occupational Knowledge, Health, Government and Law, and Community Resources. The sets give adult learners everything they need to become functionally literate in the APL competencies. These are the competencies identified in the original APL research as ones an adult must have in order to cope successfully in today's society." This series is not specifically designed for ESL learners, yet with minor adaptations, these pamphlets can be used in an ESL setting.

Computer Programming; English; Advanced

Clark, Morris Russell, Jr. "A Model for Teaching Reading through English for Special Purposes: A Short Course in the Language and Culture of Computers for Advanced Students of English as a Second Language." A Master's Degree Qualifying Paper, ESL Office, 152 Klæber Court, University of Minnesota, Minneapolis, Minnesota 55455, 1976.

"A brief survey of the literature on ESP, and a model for a short, transitional course in the language of computer programming for advanced ESL students. The paper proposes ways of preparing foreign students for academic course work in computer science, and, specifically, it suggests techniques to help the student improve reading comprehension and vocabulary. The project encompasses an overall curriculum design, including original and adapted materials, with twelve complete lessons and a final quiz."

Computer Programming; English; Intermediate

Keegel, John C. The Language of the Computer Programmer in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

As with the other books in this series, the focus is on career orientation and guidance. Students who are non native speakers at this level of English can read the selections, do the few exercises, and learn something about the field of computer programming, as well as some of the language used in the field. The units deal with electronic data processing, computer systems, equipment and personnel in the computer system, the binary system, programming languages, flowcharting, and a career in programming. I suspect that the information presented, while not inaccurate, is slightly out of date; however, as a general introduction to computer programming, it can be of some use to students.

Computer Programming; English; Advanced

Robinson, Philip Bedford. Computer Programming. Special English Series. London: Cassell and Collier-Macmillan International,

Inc., 1977.

This is an advanced ESL text using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. There is a tape available, as well as a key to the exercises and a glossary of technical terms.

Computer Science; English; Advanced

Clark, Morris Russell, Jr. "A Model for Teaching Reading through English for Special Purposes: A Short Course in the Language and Culture of Computers for Advanced Students of English as a Second Language." A Master's Degree Qualifying Paper, ESL Office, 152 Klæber Court, University of Minnesota, Minneapolis, Minnesota 55455, 1976.

"A brief survey of the literature on ESP, and a model for a short, transitional course in the language of computer programming for advanced ESL students. The paper proposes ways of preparing foreign students for academic course work in computer science, and, specifically, it suggests techniques to help the student improve reading comprehension and vocabulary. The project encompasses an overall curriculum design, including original and adapted materials, with twelve complete lessons and a final quiz."

Computer Science; English; Intermediate

Claus, Dennis. English in Computers. Stockholm: TBV, 1980.

Part of a series, this book includes a student text and a teacher's manual with notes.

Computer Science; English; High Intermediate

English Language Services, Inc. Integrated Technology: Computers, Calculators, and Communications. Special English Series. New York: Macmillan Publishing Company, Inc., scheduled for late 1984.

This text has been announced by Macmillan.

Computer Science; English; Advanced

Humby, Edward and Philip Bedford Robinson. Computers. Special Eng-

lish Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

This is an advanced ESL level text using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. There is a tape available, as well as a key to the exercises and a glossary of technical terms.

Computer Science; English; Intermediate

Keegel, John C. The Language of the Computer Programmer in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

As with the other books in this series, the focus is on career orientation and guidance. Students who are non native speakers at this level of English can read the selections, do the few exercises, and learn something about the field of computer programming, as well as some of the language used in the field. The units deal with electronic data processing, computer systems, equipment and personnel in the computer system, the binary system, programming languages, flowcharting, and a career in programming. I suspect that the information presented, while not inaccurate, is slightly out of date; however, as a general introduction to computer programming, it can be of some use to students.

Computer Science; English; High Intermediate

Meyers, Richard A. Computer Science. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This volume has been announced and will be available next year.

Computer Science; English; Not Verified

Robinson, Philip Belford. Computers Cope Better. Nelson Business English Readers Series. Boston: Heinle and Heinle Publishers,

Inc., 1976.

No other information available at this time.

Computer Science; English; Advanced

Robinson, Philip Bedford. Computer Programming. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

This is an advanced ESL text using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. There is a tape available, as well as a key to the exercises and a glossary of technical terms.

Computer Science; English; Not Verified

Vocational Technical Institute (916 Area). Computer Science. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For annotation refer to Vocational Technical Institute, Auto Mechanics, under "Automotive Mechanics."

Computer Science; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, lis-

tening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Construction; English; Low Advanced

Cumming, James. Architecture and Building Construction. Nucleus:
English for Science and Technology Series. Student's Book
and Teacher's Notes. Cassettes available. London: Longman
Group Limited, 1983.

No other information currently available.

Consumer Education; English; High Intermediate

Adult Performance Level Project. "Coping in Today's Society." Center for Lifelong Education. New York: Harcourt Brace Jovanovich, Inc., 1979.

"Based on extensive research by the APL Project at the University of Texas, the APL Series provides eight sets of materials in the five knowledge areas of Consumer Economics, Occupational Knowledge, Health, Government and Law, and Community Resources. The sets give adult learners everything they need to become functionally literate in the APL competencies. These are the competencies identified in the original APL research as ones an adult must have in order to cope successfully in today's society." This series is not specifically designed for ESL learners, yet with minor adaptations, these pamphlets can be used in an ESL setting.

Consumer Education; English; Intermediate

Clews, Vince and Tana Reiff. That's Life. Fearon Educational Series. Pitman Learning, Inc., 1981.

A "new life skills program of eight worktexts and eight corresponding DramaTape cassettes. These materials present real life stories of four middle-class ethnic American families--Italian, Black, Hispanic, and Vietnamese."

- Book 1: Emergency (Hospital Care/Credit and Insurance)
- Book 2: One More for the Road (Alcoholism/Legal Problems)
- Book 3: Layoff (Losing a Job/Community Resources)
- Book 4: In a Family Way (Prenatal Care/Budgeting)
- Book 5: Deals on Wheels (Buying a Used Car/Parenting)
- Book 6: Caring (Senior Services/Travel)
- Book 7: Tax Time (Income Taxes/Comparison Shopping)
- Book 8: Mr. and Mrs. (Singles Living Together/Consumer Rights)

Consumer Education; English; Intermediate

Fletcher, William and Patrick Kelley. Finding a Good Used Car. Janus Survival Guides Series. Hayward, California: Janus

Book Publishers, 1977.

Designed for adult learners, this booklet shows students the process of finding a used car. Contents of the units include: choosing a car, shopping for a car, what makes a car go?, age and mileage, before the road test, during the road test, after the road test, and mechanics.

Consumer Education; English; High Beginning

Follett Basic Skills. "Follett Coping Skills Series." Chicago: Follett Publishing Company, 1978.

Sixteen inexpensive workbooks develop basic skills in such content areas as consumer economics, occupational knowledge, mental and physical health, community resources, and government and law. For each booklet, there is a teacher's guide available. The series includes the following titles:

Banking
Budgeting
Owning an Automobile
Finding Housing
Using Transportation
Using Community Resources
Resources for Lifelong Learning
The Law and You
The Government and You
Becoming a U.S. Citizen
Finding Work
Job Interviews
Keeping a Job
Getting Medical Assistance
Family Planning
Child Care

This series is now distributed by: Cambridge: The Adult Education Company, 888 Seventh Avenue, New York, New York 10106.

Consumer Education; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Money Series."

Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

This series consists of 10 booklets (and a teacher's manual) dealing with consumer education and money management. Though written for native speakers who are poor readers, the series is suitable for ESL students since the language is that of the beginning student. The series consists of the following titles:

How to Buy Food
How to Buy Clothes
Buying Furniture for Your Home
Finding a Place to Live
Where to Get Medical Help
How to Budget Your Money
How to Borrow Money

There are plenty of illustrations and pictures, all of which enhance the learning process through visual stimulation. The exercises are meaningful, as are the individual units in each booklet.

Consumer Education; English/Cambodian; Bilingual

Jacobson, Becky and Marlene Howell. "Hospital Admissions Procedures and Nursing Assessment," no other information given.

This booklet contains information pertaining to hospital admission procedures and for a nursing assessment. It is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Consumer Education; English/Laotian; Bilingual

Missoula City-County Health Department. Basic Health Care. Translated by Ge Moua and Xia Moua. Missoula, Montana: Missoula City-County Health Department, no date given.

Prepared by the nurses in the Missoula City-County Health Department,

this booklet discusses the following topics: basic anatomy; nutrition; birth control; immunization; communicable diseases; dental hygiene; pre and postnatal care; first aid and over-the-counter drugs; and self-care and utilization of the health care system. This publication is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Consumer Education; English; Low Beginning

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Literacy and Language Skills. Book 1. Reading, Massachusetts: Addison-Wesley Publishing Company, 1982.

The first in a three-level ESL reading skills development program, this book presents survival vocabulary in adult topics such as "At the Pharmacy" and "At the Unemployment Office." A teacher's guide is available.

Consumer Education; English; Low Intermediate

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Reading and Language Skills. Book 2. Reading, Massachusetts: Addison-Wesley Publishing Company, 1982.

This book presents vocabulary dealing with daily choices, consumer choices, and lifestyles. Each unit is preceded by reading and ESL objectives.

Consumer Education; English; High Intermediate

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Reading Skills Development. Book 3. Reading, Massachusetts: Addison-Wesley Publishing Company, 1983.

The units present thought provoking issues, such as smoking, alcohol use, minority issues, and legal issues.

Consumer Education; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Money Management. ABLES Series. Belmont, California: Pitman Learning, Inc., 1980.

This booklet prepares students to manage their finances. Topics include: setting up a budget, keeping track of one's money, buying food, using money for other things, and what to do when more money is needed.

Consumer Education; Vietnamese; Bilingual

Ryberg, Hilda R. and Phillip E. Powell. "You and Consumer Education Series." Translated by Dang-Thi-Hao. Little Rock, Arkansas: Practical Education Program, State Department of Education, 1976.

These eight booklets in Vietnamese cover various areas that consumers in the United States should be aware of. The titles are:

You and Red Tape
You and Your Borrowed Money
You and Your Car
You and Contracts
You and Your Budget
You and Insurance
You as a Consumer
You and Your Money

Copies can be obtained by writing to the Refugee Materials Center in Kansas City. 324 East 11th Street, 9th Floor, Kansas City, Missouri 94106.

Consumer Education; English; Intermediate

Weaver, Ann A. Planning Meals and Shopping. Young Homemakers at Work Series. Belmont, California: Pitman Learning, Inc., 1970.

Though not designed specifically for the LEP student, this series can be adapted to an ESL setting at the intermediate level. The author presents plenty of good exercises to reinforce the material learned in the unit.

Culinary Arts; English/Spanish; Bilingual

Aiken, Brenton R. The Waiter/Waitress Manual. San Francisco: McGraw-Hill, Inc., 1976.

"This textbook was developed to prepare students for work in the food service industry. It contains materials for developing skills and knowledge basic for the jobs of waiter/waitress, headwaiter/hostess, cashier, food preparation worker, and sanitation worker. Some of the sections included: On the Job; Your Tables and Equipment; Serving and Clearing; Handling Math; Kinds of Service; and Applying for a Job. Each chapter illustrates the material with photographs and sample restaurant forms."

Culinary Arts; English; High Intermediate

Coles, M.C. and B.D. Lord. The Savoy English Course for Catering Students. Berkshire: Edward Arnold Publishing, no date given.

"The material progresses from the basic knowledge necessary for all staff, including those working in restaurants and kitchens, to a more advanced level suitable for reception and managerial grades."

Culinary Arts; English; High Intermediate

Hall, Eugene J. The Language of Restaurants and Catering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

In this book, the author explains the personnel structure in the food-service industry, what is entailed in planning a meal and serving in the dining room, and what is involved in equipping the kitchen, including a description of the staff. He also has sections on purchasing and storage, cost control and accounting, beverage service and its staff, catering, and finally, future projections for the food-service industry. It gives students the opportunity to discover the world of the restaurant business and to see how it functions. Very little is dedicated to developing language skills as such.

Culinary Arts; Spanish/English; Bilingual

Hardy, Florent, Jr. Manual de cocina/The Cookbook. Baton Rouge, Louisiana: Division of Vocational Education, State of Louisiana Department of Education, 1979.

"This material provides a bilingual glossary of culinary arts terms, Spanish definitions for English cooking utensil terms, and bilingual recipes. Bilingual rules for appropriate food service are also provided."

Culinary Arts; English; Intermediate

Institute of Modern Languages. Food Service. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information currently available.

Culinary Arts; English/Vietnamese; Bilingual

National Indochinese Clearinghouse/Technical Assistance Center (NIC/TAC). English for Your Job: Food Services. Arlington, Virginia: Center for Applied Linguistics, announced for late 1979.

A second bibliographical source lists this as part of an English for Vocational Special Purposes series which is to be published by MODU-LEARN, in San Juan Capistrano, California. "Supplementary materials, designed for low intermediate ESL. Ten lessons, structurally sequenced, build functional competency through role plays, dialogues, and other interaction activities. Teacher's guide and bilingual (Vietnamese-English) glossary for each module" are provided.

Culinary Arts; English; High Intermediate

Wright, Kenneth. Vocational English as a Second Language for Food Production: Culinary Arts and Restaurant Management. Devel-

opmental Materials for Non Native Students. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

"This workbook was designed as a guide for the Occupational ESL class to help the student succeed in the Food Production Course. Vocabulary and grammar lessons are based on the usage in the text, The Professional Chef, by Le Roi A. Folsom, in the order taught in Food Production I at Elgin Community College. However, most lessons could be adapted for use with another text. The instructor should view this book as a basis for instruction, not as a rigid curriculum. As the class progresses and the students' individual needs become clear, the instructor should supplement the material." Topics covered include: hygiene and sanitation, stocks, sauces and thickening agents, soups, salads, deep fat frying, dairy products, and fish, meat, and poultry.

Data Processing; English; Intermediate

Hieshima, Joyce, Joanne Kalnitz, Pam Seyfried, and Ellen Garfield.
VESL for Data Processing. Vocational Programming for the LEP.
Springfield, Illinois: Illinois State Board of Education/Adult,
Vocational and Technical Education, 1981.

In this series, there is a student workbook as well as a teacher's manual. The manual best explains the purpose of the Vocational Studies for LEPs as established for the Truman Bilingual Vocational Center: "the center provides 1) bilingual support services and 2) bilingual instructional materials and VESL materials for current programs—data processing, accounting, and drafting." The curriculum design is "to serve the needs of two of the largest linguistic minority groups in Illinois—the Spanish-speaking and the Korean-speaking...The program is of a transitional bilingual nature." VESL for Data Processing has been designed to supplement the data processing course available at Truman College. In order to enroll in that course, students are expected to have "a basic conversational control of the English language." The course is designed, then, for those intermediate level students "who need to attain more fluency and confidence in a more academic or vocational environment. The materials have been written to try to introduce technical data processing and job-related vocabulary and to provide exercises that will allow the students practice in using the vocabulary and data processing and job-related concepts correctly." The first 8 weeks are dedicated to the vocational field: introduction to data processing and computer data processing, computer hardware and software, and data processing systems. The final 8 weeks are dedicated to job related skills: on-the-job communications, job finding skills, applications, resumes, and forms and interviews.

Data Processing; Spanish/English; Bilingual

Salto Dolla, Angel. Diccionario de términos de proceso de datos/
Dictionary of Data Processing Terminology. Madrid, Spain:
Paraninfo, 1971.

No other information available at this time.

Dictionaries; English; Intermediate

Adam, J.H. Longman Dictionary of Business English. New York: Longman Group Limited, 1982.

"This new Dictionary defines 12,500 words and phrases used in business and commerce today. The definitions and explanations are written in clear, simple English, and examples of the words used in context are included, ensuring that even the most difficult concepts are easy to understand. A particularly full cross-referencing system allows the user to examine related terms and phrases for further information. The Longman Dictionary of Business English, a valuable work of reference on current Business English, includes notes about most of the countries of the world, giving information on currencies, population, weights and measures. The dictionary includes vocabulary from the areas of advertising, banking, commodity exchange, computers, economics, finance, management, and stock exchange. In addition, the Dictionary contains statistical material on metric prefixes, mass or weight, troy weight, temperature, chemical symbols, countries of the world, a world time chart and various measures. The Longman Dictionary of Business English will be invaluable to anyone in the world of business, and particularly to students and teachers of business and commerce, especially those for whom English is a second or foreign language."

Dictionaries; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

This is a series of vocabulary words, in dictionary form, published as individual booklets:

1. Mathematics
2. Physics
3. Geography
4. Natural Science
5. Government and History

Dictionaries; English/Spanish; Bilingual

Collazo, Javier L. EnglishSpanish/Spanish-English Encyclopedic

Dictionary of Technical Terms. New York: McGraw-Hill International Book Company, 1979.

"The result of many years of compilation, research, and editing, this is by far the most comprehensive, thorough, innovative, and up-to-date work of its kind. The three volumes contain over four million words, including over 100,000 entries and sub-entries in Part I (Eng-Sp), 43,000 entries in Part II (Sp-Eng), 41,000 cross-references, 14,000 English synonyms, 5,000 Spanish synonyms, 33,000 Spanish definitions or descriptions (incorporating 9,000 Spanish-English connections in context), and, for the first time in Spanish, nearly 10,000 standard definitions of the International Electrotechnical Commission."

Dictionaries; English/French; Bilingual

Coveney, James and Sheila J. Moore. Glossary of French and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and French. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

Dictionaries; English/German; Bilingual

Coveney, James and Christina Degens. Glossary of German and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and German. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

Dictionaries; English/Spanish; Bilingual

Coveney, James and Julian Amey. Glossary of Spanish and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and Spanish. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

Dictionaries; English/Vietnamese; Bilingual

Dainamco. Electricity/Electronics Bilingual Dictionary. Glendale, California: Dainamco, no date given.

For information write to: Dainamco
1145 Viola Street
Glendale, CA 91202

Dictionaries; English/Portuguese; Bilingual

De Pina Araujo, Avelino. De Pina's Technical Dictionary. Volume 1—English-Portuguese. Volume 2—Portuguese-English. New York: McGraw-Hill International Book Company, 1980.

"This is a modern, easy-to-consult, technical dictionary for students, translators, technicians, engineers and the general public, which includes 75,000 translated terms in agriculture, chemistry, civil engineering, mechanics, medicine, electricity, petrochemicals, zoology, textiles, graphic arts and numerous other subject areas."

Dictionaries; English/German; Bilingual

de Vries, Louis. German-English Science Dictionary. New York:

McGraw-Hill International Book Company, 1946 (Third edition, 1981).

"The third edition of this text reflects the great output of German publications appearing since 1946. Recognizing these new terms and new translations of older terms, the author includes over 3000 new entries. For the sake of expediency, these additions are placed at the back of the book following the Appendix. The Appendix itself features the following ready reference charts and tables: Conversion Table, Atomic Table, Thermodynamic Symbols, Electric Units of Measure, Abbreviations of Periodicals, List of Measurements, and Geographic Names."

Dictionaries; English/French; Bilingual

de Vries, Louis and Stanley Hochman. French-English Science and Technology Dictionary. New York: McGraw-Hill International Book Company, 1940 (Revised 1982).

"Widely used by the scientific community since its first appearance in 1940, this convenient, compact, concise dictionary is now of equal value to technologists in many fields. The dictionary contains some 52,500 entries (4,500 which are new to this edition); amongst the subjects covered are--aeronautics, agronomy, astronautics, electronic-data processing, entomology, genetics, geology, geography, horticulture, mathematics, nuclear science and technology, oceanography, physics, radar, radio, television, zoology, and other fields."

Dictionaries; English; Intermediate

Evans Brothers. The Evans Brothers Dictionary of Science and Technology. London: Evans Brothers Limited, unable to verify date of publication.

"2,000 headwords; illustrated; covers important words in mathematics, physics, chemistry, and engineering. Numerous examples of usage."

Dictionaries; English; Intermediate

Flood, W.E. and Michael West. An Elementary Scientific and Technical Dictionary. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

Dictionaries; English/Spanish; Bilingual

Freeman, R.L. Dictionary of Communications and Electronic Terms: English-Spanish/Spanish-English. London: Cambridge University Press, unable to verify date of publication.

No other information available at this time.

Dictionaries; Spanish/English; Bilingual

Garza Bores, Jaime. Terminología comercial contable y bancaria/ Dictionary of Accounting and Banking Terminology. Mexico, D.F.: Editorial Diana, 1964.

No other information available at this time.

Dictionaries; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

"A new kind of dictionary for those studying science through English. Organized like a thesaurus, the dictionary describes the meaning and usage of 10,000 of the most common terms used in General Science, Physics, Chemistry, and Biology, including Human Biology and Health Science. The Longman Dictionary of Scientific Usage is suitable for students in the last two years of high school or the first two years of college. It is also useful for anyone who needs access to scientific material written in English, and to those teaching English to

students in the sciences. Each entry gives maximum information about the meaning and grammatical behavior of a term, reinforced with examples of the term in use and the contexts in which it frequently appears. Special attention is given to the precise meaning of many scientific terms contrasted with their usage in general speech."

Dictionaries; English; Intermediate

Graham, E.C.(Editor). The Science Dictionary in Basic English. London: Evans Brother Limited, unable to verify date of publication.

No other information available at this time.

Dictionaries; Spanish/English; Bilingual

Hardy, Florent, Jr. Manual de cocina/The Cookbook. Baton Rouge, Louisiana: Division of Vocational Education, State of Louisiana Department of Education, 1979.

"This material provides a bilingual glossary of culinary arts terms, Spanish definitions for English cooking utensil terms, and bilingual recipes. Bilingual rules for appropriate food service are also provided."

Dictionaries; English; Intermediate

Henderson, Keith (Editor). The Evans Dictionary of Commercial English. Evans Brothers Ltd., 1977.

This is a "dictionary of commercial terms written for the foreign student with a limited knowledge of English who needs to be familiar with the vocabulary of the modern business world. It can also be used as a clear and helpful source of reference for any office. There is a detailed explanation of all the most commonly used terms in shipping, banking, insurance, and computing, with many colloquial terms which can cause difficulty. There are numerous cross-references for comparison and further information, throughout the text."

Dictionaries; English/Spanish; Bilingual

Hirschhorn, Howard H. Spanish-English/English-Spanish Medical Guide.
New York: Regents Publishing Company, Inc., 1968.

This is a handy guide in that it is compact "for quick and ready reference. It will be found useful in the clinic, hospital ward or emergency room, doctor's office, or even at the scene of an accident."

Dictionaries; English/Spanish; Bilingual

Kay, Margarita Artschwager with John D. Meredith, Wendy Redlinger, and Alicia Quiroz Raymond. Southwestern Medical Dictionary/Spanish-English/English-Spanish. Tucson, Arizona: University of Arizona Press, 1977.

This dictionary uses vocabulary common to the area north of Mexico. The author recognizes the limitations due to regional differences; however, as a general guide to some of the terminology used by patients in the Southwest, the dictionary does serve its intended purpose. I have used this dictionary with great success in my Medical Terminology classes.

Dictionaries; English; Intermediate

Laurence Urdang Associates. Evans Workshop Dictionary. London: Evans Brothers Limited, 1977.

This dictionary includes "shopfloor vocabulary for the technical student." It is a "dictionary for the foreign student who is in his first or second year of a technical course and needs to know the names of the equipment and tools he is using. It will also be of benefit to foreign factory workers who work on the shop-floor. All technical terms used in the definition are defined elsewhere. Advanced structures and vocabulary are deliberately avoided in the definition."

Dictionaries; English; Intermediate

Lucas, D.J., H.I. James, and O.J. Simpson. A First Scientific Dictionary. London: Nelson, 1976.

No other information available at this time.

Dictionaries; Spanish/English; Bilingual

Macías, Rafael. Terminología contable: lexicografía y vocabulario inglés-español y español-inglés. México, D.F.: Editorial Trellas, 1975.

No other information available at this time.

Dictionaries; English; Intermediate

Mahood, John, Jonathan Trench, Colin Lacey, and John Binns. The Evans English Dictionary of Science and Technology. London: Evans Brothers Limited, 1977.

This dictionary is "designed for the foreign student at the intermediate level" of proficiency. "It contains the most important terms which the foreign student would be likely to meet in the first year of a technical or science course in mathematics, physics, chemistry, or engineering...The vocabulary used in defining the words has been chosen with the needs and difficulties of the foreign student kept firmly in mind."

Dictionaries; Spanish/English; Bilingual

Malgorn, Guy. Diccionario técnico español-inglés. Translated, revised, and increased by María Rodríguez Rodríguez with Pedro Armién. Madrid: Paraninfo, 1977.

No other information available at this time.

Dictionaries; Spanish/English; Bilingual

Orozco, C.R. Spanish-English/English-Spanish Commercial Dictionary. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., unable to verify date of publication.

A complete catalogue of materials available in this series can be obtained by writing to Pergamon Press at Maxwell House, Fairview Park, Elmsford, New York, 10523.

Dictionaries; English; Not Verified

Rutgers Vocational-Technical Curriculum Laboratory. Glossary of Key Words. New Brunswick, New Jersey: Rutgers University Vocational-Technical Curriculum Laboratory, no date given.

Included are the following: Clothing Services, Heating and Air Conditioning, Radio and TV Repair, and Welding.

Dictionaries; English/Spanish; Bilingual

Saíz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

This illustrated dictionary gives the term in English and the definition in Spanish.

Dictionaries; English/Spanish; Bilingual

Saíz, M. Diccionario de electrónica, radio y T.V.: inglés-español. New York: Minerva Books, Ltd., 1966.

This illustrated dictionary presents vocabulary in English with definitions in Spanish.

Dictionaries; Spanish/English; Bilingual

Salto Dolla, Angel. Diccionario de términos de proceso de datos/
Dictionary of Data Processing Terminology. Madrid, Spain:
Paraninfo, 1971.

No other information available at this time.

Dictionaries; English/Vietnamese; Bilingual

Seal, Betty H. (Project Director), Bettie Lou Sechrist and Trinh Khoa Nghi (Editing Staff), and Luu Kim Dung (Vietnamese Text). English-Vietnamese Physics Words with Definitions. Long Beach, California: Long Beach Unified School District, no date given.

This glossary of physics terminology was developed for high school students at Long Beach.

Dictionaries; English/Vietnamese; Bilingual

Sechrist, Bettie Lou and Panthoul Loth. English-Vietnamese Math Words. Vietnamese translation by Trinh Khoa Nghi and Luu Kim Dung. Long Beach, California: Long Beach Unified School District, no date given.

This booklet was designed for junior high school students, under the auspices of the Southeast Asian Learners Project.

Dictionaries; English/German; Bilingual

Walther, R. Polytechnical Dictionary. Volume 1: English-German and Volume 2: German-English. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., no date given.

A complete catalogue of titles available in this series can be obtained by writing to Pergamon Press at Maxwell House, Fairview Park,

Elmsford, New York, 10523.

Dictionaries; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning.
Bilingual Vocational Training Project. Menomonie, Wisconsin:
University of Wisconsin at Stout, 1979.

This is a glossary on heating and air conditioning.

Dictionaries; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Welding. Bilingual Vocational
Training Project. Menomonie, Wisconsin: University of Wis-
consin at Stout, 1979.

This is a glossary on welding.

Drafting; English; High Intermediate

Asgari, Judy. English for Drafting. San José: Evergreen Valley College, in progress.

The author has developed a series of videotapes using drafting instructors and realia to present students with as close to a real setting as possible. The materials are designed for self-paced instruction and can be adapted for classroom use.

Drafting; Spanish/English; Bilingual

Castro, Jorge E. Basic Concepts in Drafting for Spanish-Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

As the title suggests, basic concepts (drawing tools, geometrical construction, kinds of lines, kinds of drawings, sectionals and auxiliary drawings) are presented in Spanish to ease the transition from Spanish to English for non-native speakers. The teacher's manual presents the objectives as well as the tasks that students are to accomplish in each unit.

Drafting; English; Intermediate

Kalnitz, Joanne and Pamela Seyfried. VESL Drafting. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

One of a series of workbooks developed at Truman College, this book stresses vocabulary skills in drafting: tools, lines, two dimensional shapes, position on two dimensions, three dimensional shapes, numbers, and a section on grammar. The second half of the workbook deals with job finding skills—classified ads, the resume, letters, application forms, and the interview.

Drafting; Spanish/English; Bilingual

Kotesky, Arturo A. Bilingual Access Program: Supplemental Learning Materials for Technical Graphics. Elgin, Illinois: Elgin Community College, 1978-1982.

These materials were designed for students enrolled in Technical Graphics at Elgin Community College. The materials contain "alternative blue print projects and activities parallel to those accomplished by the regular class."

Education; English; Advanced

Clarke, M.J. Anthropology, Psychology, Education, Language, Philosophy. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.
- *detailed notes on grammar and vocabulary
- *exercises on comprehension and the use of English
- *guided comprehension practice."

Education; English; Advanced

Laird, Elizabeth. English in Education. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, unable to verify date of publication.

"This series assumes that students have already completed a basic course in English and that they have some knowledge of their specialist subject. This course is therefore intended for students of education who already know how to handle the common English sentence patterns and who need to learn how these sentences are used in educational writing to convey ideas and express concepts. By focusing on the particular ways in which the English language is used for communication in education, the course aims to help students develop techniques of reading and to provide them with a guide for their own writing. It can be used either for rapid revision, or as a complete course over a longer period. A recording of the reading texts and some of the exercises is also available."

Education; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lec-

tures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Electricity; English/Vietnamese; Bilingual

Dainamco. Electricity/Electronics Bilingual Dictionary. Glendale, California: Dainamco, no date given.

For information write to: Dainamco
1145 Viola Street
Glendale, CA 91202

Electricity; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

An excellent workbook for students to learn five instructional areas: basic electricity, maintenance and repair of heating, maintenance and repair of air conditioning, maintenance plumbing, and maintenance carpentry. This manual is part of a series developed for Project Development and Management, School of Technical Careers, Southern Illinois University at Carbondale. Valuable resources include a translation of the introduction and general outline as well as a translation of technical words into Spanish and Laotian.

Electricity; English; Intermediate

Institute of Modern Languages. Basic Electricity. Situational Vocational English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1975.

Designed to serve the growing number of technical training programs in public education, private organizations, and industry, this text introduces the principles and fundamental vocabulary of a technical vocation in simplified English. It is unfortunate that the authors have decided to simplify the text when perhaps making texts clearer would have been the better alternative.

Electricity; English; Intermediate

Jardine, Jim. Electricity. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1981.

This booklet provides basic readings on the different uses of electricity today and introduces students to vocabulary essential to the notion of electricity. There is a brief section on activities at the end of the booklet, but it is not intended to develop communicative skills. The many illustrations and pictures are useful tools in providing visual cues for the reading selections. Topics covered include electric force, charge—negative and positive, electrostatics, ions, electric current, units of electricity, and electrical terms.

Electricity; English; Not Verified

Vocational Technical Institute (916 Area). Electricity. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For annotation refer to Vocational Technical Institute Auto Mechanics, under Automotive Mechanics.

Electronics; English/Vietnamese; Bilingual

Dainamco. Electricity/Electronics Bilingual Dictionary. Glendale, California: Dainamco, no date given.

For information write to: Dainamco
1145 Viola Street
Glendale, CA 91202

Electronics; English/Spanish; Bilingual

Freeman, R.L. Dictionary of Communications and Electronic Terms: English-Spanish/Spanish-English. London: Cambridge University Press, unable to verify date of publication.

No other information available at this time.

Electronics; English; Advanced

Glendinning, Eric H. English in Electrical Engineering and Electronics. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

The aim of this book is to prepare university bound foreign students for engineering by introducing them to the language and structures common to that field.

Electronics; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Electronic Assembly. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

"These materials were developed through a USOE-funded Bilingual Vocational Instructor Training grant which trained bilingual vocational teacher's aides. The materials were developed and produced by trainees enrolled in this program. For Electronic Assembly, bilingual glossaries for basic job-related vocabulary development,

worksheets, and safety rules are available." For ordering information see annotation under Goodwine, Auto Body Repair.

Electronics; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Basic Electronics. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

"These materials were developed through a USOE-funded Bilingual Vocational Instructor Training grant which trained bilingual vocational teacher's aides. The materials were developed by the trainees enrolled in this program. For Electronics, bilingual glossaries for basic job-related vocabulary development are available." For ordering information see annotation under Goodwine, Autobody Repair.

Electronics; English; Beginning

Latkiewicz, John. VESL for Electronics Assembly. Salt Lake City: Utah Technical College Skills Center, 1980.

"Mr. Latkiewicz has developed job-specific VESL materials for LEP students with low English proficiency enrolled in electronics assembly training." Information regarding these materials may be obtained by writing to the author:

John Latkiewicz
Utah Technical College Skills Center
431 South 600 East
Salt Lake City, Utah 84102

Electronics; English; Intermediate

Locci, Lois M. Electronics as a Second Language. Cupertino, California: De Anza Community College, 1980.

Lois Locci has developed a packet of materials which use electronics language while developing grammatical concepts. Another set of mater-

ials are for use in a peer tutoring situation.

Electronics; English/Spanish; Bilingual

Maggín, Eduardo and Jovita López. Electronics: The Giant of the Future. Six Basic Components. San José: Center for Employment Training, 1969.

These instructional materials are intended to help students achieve competency in entry level positions in the field of electronics and electricity.

Electronics; English/Spanish; Bilingual

Plácido, Carmen. English for Electronics Assemblers. San José: Center for Employment Training, 1981.

These materials have been developed for use in the Center for Employment Training (CET) program concurrently with vocational instruction. The use of both Spanish and English eases the students transition from monolingual to bilingual levels of competency. CET is one of the first organizations in northern California to develop VESL materials for their vocational clients.

Electronics; English/Spanish; Bilingual

Plácido, Carmen. English for Electronic Technicians. San José: Center for Employment Training, 1981.

For annotation see Plácido, English for Electronics Assemblers.

Electronics; English/Spanish; Bilingual

Plácido, Carmen. English for Electro-Mechanics. San José: Center

for Employment Training, 1981.

For annotation see Plácido, English for Electronics Assemblers.

Electronics; English/Spanish; Bilingual

Saiz, M. Diccionario de electrónica, radio y T.V.: inglés-español.
New York: Minerva Books, Ltd., 1966.

This illustrated dictionary presents vocabulary in English with definitions in Spanish.

Electronics; English; Beginning

Thomas, Toni D. Electronics Assembly. San Diego: Educational Cultural Complex (San Diego Community College District), 1979.

Toni Thomas has assembled an excellent manual with supplementary realia covering the field of electronics assembly. The objective is to introduce basic terminology and grammatical structures frequently used in the electronics assembly class and on the job site.

Electronics; English; Intermediate

Wells, G.W. Electronics and Communications. Technical English Supplementary Readers Series. London: Longman Group Limited, no date given.

This reader provides basic information about electronics and communications. It is illustrated with diagrams and photographs and has some language development exercises.

Electronics; English; Intermediate

Wilkinson, Betty. Electronic Assembly Program. San Francisco: San

Francisco Community College District, 1981.

Betty Wilkinson, VESL instructor for the Indochinese Bilingual Electronics Assembly Program of the San Francisco Community College District, has developed a packet of materials, realia, and other visual aids to assist students in developing the necessary skills in electronics assembly. Along with Linda West, Betty Wilkinson has done much to advance the teaching of VESL (occupation-specific materials development) in California.

Electronics; English; Intermediate

Yeadon, Tony. Electronics. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

An "intermediate-level reader including dialogues, passages, and other activities."

Energy; English; Intermediate

Jardine, Jim. Energy. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1980.

This booklet provides basic readings on the different kinds of energy. It introduces students to vocabulary essential to the idea of energy. There are a few exercises at the end of the booklet, but they are not intended to develop communicative skills. The many illustrations and pictures (though I discovered one mislabeled) are useful tools in providing visual cues for the reading selections.

Energy; English; Intermediate

Yeadon, Tony. Energy, Fuels, and Power. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

An "intermediate-level reader including dialogues, passages, and other activities."

Engineering: General; English; Advanced

Adamson, Vera, in collaboration with M.J.B. Lowe. General Engineering Texts. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.
- *detailed notes on grammar and vocabulary
- *exercises on comprehension and the use of English
- *guided comprehension practice."

Engineering: General; English; High Intermediate

Dudley-Evans, Tony, Tim Smart, and John Wall. Engineering. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1979.

The aim of this book is to develop students' competence in communicating about engineering topics and in understanding written texts and lectures for which the book introduces basic structures and vocabulary. There are also reading and listening sections. The authors have attempted to maintain a balance among the major branches of civil, mechanical, and electrical engineering. Most of the topics introduced will be studied in a basic engineering course and the book will probably be most successful where students are taking such a basic engineering course prior to entering one of the specializations. This text is part of a series, Nucleus, of which General Science is the core text. There are nine specific courses for different subjects, of which engineering is one.

Engineering: General; English; High Intermediate

Hawkey, M. English Practice for Engineers. London: Longman Group

Limited, 1970.

No other information available at this time.

Engineering: General; English; High Advanced

Herbert, A.J. The Structure of Technical English. London: Longman Group Limited, 1965.

The basic purpose of this book is to teach reading skills to non-native speakers of English using topics from technical and scientific fields. Intended for engineering students, this book covers a wide range of topics—a total of 25 in all—from aerofoils to welding. Herbert recognizes the style used in technical and scientific writings as unique. Without offering any criticism, he analyzes that structure and teaches students the salient characteristics of such writing styles frequently encountered in reading scientific English. Each reading emphasizes different structures and vocabulary development, as indicated by the use of boldface. The exercises are geared to further develop those points illustrated in the reading. For the advanced student, this text does indeed carry out its purpose. It will, after careful study, aid engineering students to read university texts in their fields.

Engineering: General; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the follow-

ing units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Engineering: Chemical; English; Intermediate

Hughson, Roy V. The Language of Chemical Engineering in English.
English for Careers Series. New York: Regents Publishing
Company, Inc., 1979.

One of about twenty-five texts in a series called English for Careers, this text introduces students to the language used in written chemical engineering. Though the readings themselves have not been taken from other textbooks, they do introduce much vocabulary that students who are planning to enter the profession will encounter. Basically, this text does little more than develop some aspects of reading skills for the non-native speaker potentially interested in this field.

Engineering: Civil; English; High Intermediate

English Language Services, Inc. Engineering: Civil and Mechanical. Engineering. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

When available, this volume will replace the Louis de Pian edition of the earlier Special English Series.

Engineering: Civil; English; High Intermediate

Hall, Eugene J. The Language of Civil Engineering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

Part of a series on careers, this book does little more than introduce non-native speakers of English to the type of work that civil engineers deal with. It develops some vocabulary and reading skills necessary for the field but it is far from complete. I would recommend this series to students who may not have a clear idea of their career goals.

Engineering: Civil; English; High Intermediate

Pian, Louis de (Contributing Editor). Engineering. Book 1: Civil and Mechanical Engineering. Special English Series, prepared by English Language Services, Inc. London: Collier-Macmillan International, Inc., 1966 (Revised edition planned for late 1982).

The book covers topics dealing with mechanical and civil engineering: roofs, highways, surveying, metal fatigue, hydraulic works, steel beams, concrete, soil mechanics, foundations, automobile repairs, sports cars, home heating and air conditioning, refrigeration, internal combustion engines, thermodynamics, aerodynamics, and pumps. Each unit provides students with technical terms useful in one of the areas listed above. No attempt has been made to provide communicative exercises so that the instructor will need to supplement classroom activities with extensive communicative materials.

Engineering: Civil; English; Not Verified

Scott, John S. Civil Engineering. Technical English Supplementary Readers Series. London: Longman Group Limited, 1969.

This is a supplementary technical English reader illustrated with diagrams and photographs. The text includes language exercises.

Engineering: Electrical; English; Advanced

Glendinning, Eric H. English in Electrical Engineering and Electronics. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

The aim of this book is to prepare university bound foreign students for engineering by introducing them to the language and structures common to that field.

Engineering: Electrical; English; High Intermediate

Hall, Eugene J. The Language of Electrical and Electronic Engineering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

The text begins with a discussion of the engineering profession. The following chapters are dedicated to general information about topics germane to electrical and electronic engineers. The text serves as a good introduction to students who may be interested in this field. It introduces them to the type of language they will encounter should they decide to become electrical engineers. The readings attempt to use that vocabulary in context.

Engineering: Electrical; English; High Advanced

McAllister, James and Giorgio Madama. English for Electrical Engineers. London: Longman Group Limited, 1976 (Second impression, 1978).

Designed for students of electronics and electrical engineering, this text attempts to help non-native speakers of English acquire reading and comprehension skills so that they may use technical books in English. Additionally, the book is designed to help students improve their writing skills in the field of electrical engineering. Though quite advanced, the text can be used with success by those students who have had extensive language training in their own country. The text does a good job of preparing students for what it indicates are its goals. The exercises do require, however, some supplementary material.

Engineering: Electrical; English; High Intermediate

Meyers, Richard A. Engineering: Electrical Engineering. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

When available, this volume will replace the Louis de Pian text currently available in Macmillan's Special English Series.

Engineering: Electrical; English; High Intermediate

Pian, Louis de (Contributing Editor). Engineering. Book 2: Electrical Engineering. Special English Series, prepared by English Language Services, Inc. London: Collier-Macmillan International, Inc., 1966.

Areas discussed in this volume include electrical fundamentals, circuit elements, modulations, amplifier design, negative resistance, resonance, transistor parameters and oscillator design, D.C. generators, television receivers, electrical measurements, antennas, radar, digital computers, and radio navigation aids.

Engineering: Mechanical; English; High Intermediate

English Language Services, Inc. Engineering: Civil and Mechanical. Engineering. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

When available, this volume will replace the Louis de Pian edition of the earlier Special English Series.

Engineering: Mechanical; English; Advanced

Glendinning, Eric H. English in Mechanical Engineering. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

The emphasis of this book is on English as the medium of expression in mechanical engineering. The exercises concern features of English specific to scientific and technical writing. The aim is to provide students with a strategy for reading more difficult engineering texts and to prepare them for making effective use of English in their own writing.

Engineering: Mechanical; English; High Intermediate

Hall, Eugene J. The Language of Mechanical Engineering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

This book introduces students to the special language encountered in the field of mechanical engineering: machines and their components, friction, steam engines, the internal combustion engine, gas turbines and other types of engines, and industrial engineering and automation. The brief survey offers very little for teaching language skills. The series is intended to give students a basic idea of the type of language that is used in the specific vocation.

Engineering: Mechanical; English; High Intermediate

Pian, Louis de (Contributing Editor). Engineering. Book 1: Civil and Mechanical Engineering. Special English Series, prepared by English Language Services, Inc. London: Collier-Macmillan International, Inc., 1966 (Revised edition planned for late 1982).

The book covers topics dealing with mechanical and civil engineering: roofs, highways, surveying, metal fatigue, hydraulic works, steel beams, concrete, soil mechanics, foundations, automobile repairs, sports cars, home heating and air conditioning, refrigeration, internal combustion engines, thermodynamics, aerodynamics, and pumps. Each unit provides students with technical terms useful in one of the areas listed above. No attempt has been made to provide communicative exercises so that the instructor will need to supplement classroom activities with extensive communicative materials.

Engineering: Mechanical; English; Not Verified

Shalif, R. A Reader in Mechanical Engineering. London: Longman Group Limited, no date given.

No other information available at this time.

Environmental Studies; English; Not Verified

Regents Publishing Company. The Environment in English. English for Careers Series. New York: Regents Publishing Company, Inc., unable to verify date of publication.

No other information available at this time.

Environmental Studies; English; Intermediate

Yeadon, Tony. Pollution. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

An "intermediate level reader including dialogues, narrative texts, and language practice materials."

Fiberglass; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako Shin. Fiberglass Technician. Multi-Cultural, Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

This manual includes a competency-based curriculum in VESL for fiberglass technicians, a program introduction and outline in English, Laotian, and Spanish, and a lexicon of technical terms in VESL—English-Spanish, and English-Laotian.

General Sciences; English; Advanced

Allen, J.P.B. and G.W. Widdowson. English in Physical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1974.

This text is designed to help non-native speaking students who plan to take courses in the physical sciences, such as chemistry or physics, gain a better understanding of the structures used in those fields. Toward that end, the chapters concentrate on the following subjects: The properties of air, acids, matter and volume, force and pressure, magnets, electrolysis, and the electric bell. The exercises are not of a mechanical nature nor are there repetitious practices. On the contrary, the readings are quite relevant and the type of exercises enhance the learning process with respect to two basic skills: reading and writing. The many illustrative type exercises are presented in an extremely well-organized fashion. I have found these types of exercises most useful and beneficial to the learning process—especially for the high intermediate to advanced students. I suspect that if the material were somewhat less "dense"—in the sense of difficulty—these materials would be useful to high beginning students as well. However, the language would have to be manipulated so that meaning would always be clear. There is a recording of the reading texts available on a cassette.

General Sciences; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

This is a series of vocabulary words, in dictionary form, published as individual booklets:

1. Mathematics
2. Physics
3. Geography
4. Natural Science
5. Government and History

General Sciences; English; Low Advanced

Bates, Martin and Tony Dudley-Evans. General Science. Nucleus:

English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1976.

"An integrated series designed for students with a restricted or inappropriate knowledge of English, who rapidly require the language skills needed to understand specialized scientific and technical texts. The series is comprised of a core book General Science, and related specific books for different subjects. General Science presents aspects of language use common to all disciplines in interesting situations drawing on general knowledge and elementary science. Each specific book exploits these aspects, within the context of the specialist subject, and develops reading and listening comprehension. There is a movement from active language use—aimed at motivating the student and getting him or her to communicate in relevant ways—towards the recognition of these language uses in continuous texts. All the materials are based on a set of concepts and associated language items essential to the description of form, process, and measurement. To insure complete integration, General Science and the specific books all follow the same 12-unit progression."

General Sciences; English; Advanced

British Broadcasting Corporation. The Scientist Speaks. BBC Video Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"A 13-episode videocassette series covering a wide variety of scientific topics, with language training sections, and a textbook."

General Sciences; English; High Beginning

Beardwood, Lynette, Hugh Templeton, and Martin Webber. A First Course in Technical English. London: Heinemann Educational Books, 1978 (Book 1) 1979 (Book 2).

These two useful volumes cover topics in general science and technology, such as tools, materials, containers and instruments, geometrical shapes, motor vehicles, instructions, facts about matter, electricity, properties of engineering materials, shapes and condi-

tions, steam engines, laboratory experiments, industrial chemistry, graphs, motor vehicle maintenance, welding, and electrical instruments. These topics are used to teach students technical concepts such as descriptions of objects, their composition and uses, geometrical terminology, descriptions of shapes and dimensions, descriptions of vehicles and their components, instructional language, the language of elementary physics and chemistry, descriptions of devices and processes, electrical terminology, comparisons and properties, metallurgical terminology, descriptions of manufactured articles and their assembly, descriptions of machines and mechanical processes, laboratory procedure—oral demonstrations and written reports, descriptions of large-scale industrial processes, numerical and mathematical language, descriptions of mechanical parts and their functions, operating and safety instructions, and electrical instruments in operation. As can be seen from the above description, the texts provide an excellent introduction of a general nature to students who may be interested in technical fields. By the end of the second volume, the students are at an intermediate language level. The texts work extremely well where students are required to achieve a certain language proficiency before entering a technical field. The chapters have abundant illustrations and exercises are usually based on visual representations of various objects. I have found these texts to be highly effective and successful in a general ESP course for students at the high beginning/intermediate level. There are teacher's manuals and tapes available with these two texts.

General Sciences; English; Intermediate

Bolitho, A.R. and P.L. Sandler. Learn English for Science. Student's Book and Teacher's Book. London: Longman Group Limited, 1977.

"This book forms a bridge between the elementary general English that students learn in the earlier part of their language course and technical reading matter they will need later on. The book retains a strong grammatical foundation, and essential structures are revised and reinforced but in realistic scientific contexts. Each chapter retains the familiar pattern of text followed by copious exercises. The texts have all been specially written with careful attention to the control of both language and scientific content. The texts are broken down into sections to help understanding, and full comprehension is reinforced with informative word study selections. The exercises cover grammatical, lexical

and other features specific to scientific writing."

General Sciences; English; Advanced

Bolitho, A.R. and P.L. Sandler. Study English for Science. Student's Book and Teacher's Book. London: Longman Group Limited, 1980.

"Study English for Science follows Learn English for Science. It takes the student up to a level at which he can approach real reading tasks in his own subject in English. The content of the texts is still readily accessible and is taken from non-specialized fields of science and technology. However, the language is only slightly controlled and leads into authentic material at the end of the book. The exercises continue the pattern of Learn English for Science but also include study skills activities (using a dictionary, note-taking, etc.)."

General Sciences; English; Not Verified

Brookes, H.F. and H. Ross. English as a Foreign Language for Science Students. London: Heinemann Education Books, unable to verify date of publication.

This two-volume work includes a student's workbook, a teacher's manual, and tapes.

General Sciences; English; High Advanced

Close, R.A. (Editor). The English We Use for Science. London: Longman Group Limited, 1974.

"A reader of original articles in science and technology, for very advanced students."

General Sciences; English/Spanish; Bilingual

Collazo, Javier L. EnglishSpanish/Spanish-English Encyclopedic Dictionary of Technical Terms. New York: McGraw-Hill International Book Company, 1979.

"The result of many years of compilation, research, and editing, this is by far the most comprehensive, thorough, innovative, and up-to-date work of its kind. The three volumes contain over four million words, including over 100,000 entries and sub-entries in Part I (Eng-Sp), 43,000 entries in Part II (Sp-Eng), 41,000 cross-references, 14,000 English synonyms, 5,000 Spanish synonyms, 33,000 Spanish definitions or descriptions (incorporating 9,000 Spanish-English connections in context), and, for the first time in Spanish, nearly 10,000 standard definitions of the International Electrotechnical Commission."

General Sciences; English; Intermediate

Croft, Kenneth and Billye Walker Brown. Science Readings for Students of English as a Second Language. New York: McGraw-Hill Book Company, 1968.

"This general science reader provides readings and vocabulary for ESL students whose proficiency in English has reached an intermediate level and whose major interest is in the biological, physical, or applied sciences. The reading selections, dealing with science education, biology, chemistry, earth sciences, engineering, mathematics, medicine, meteorology, oceanography, physics and space exploration have been adapted for intermediate students of English. Vocabulary control has been applied so that the student will not be faced with a large number of new words at one time. These new words and expressions are also listed in the glossary at the back of the book. The exercises following each reading selection either test the student's understanding of what is read and the new words and idioms, or are devoted to systematic word building and vocabulary retention."

General Sciences; English/Portuguese; Bilingual

De Pina Araujo, Avelino. De Pina's Technical Dictionary. Volume

1—English-Portuguese. Volume 2—Portuguese-English. New York: McGraw-Hill International Book Company, 1980.

"This is a modern, easy-to-consult, technical dictionary for students, translators, technicians, engineers and the general public, which includes 75,000 translated terms in agriculture, chemistry, civil engineering, mechanics, medicine, electricity, petrochemicals, zoology, textiles, graphic arts and numerous other subject areas."

General Sciences; English/German; Bilingual

de Vries, Louis. German-English Science Dictionary. New York: McGraw-Hill International Book Company, 1946 (Third edition, 1981).

"The third edition of this text reflects the great output of German publications appearing since 1946. Recognizing these new terms and new translations of older terms, the author includes over 3000 new entries. For the sake of expediency, these additions are placed at the back of the book following the Appendix. The Appendix itself features the following ready reference charts and tables: Conversion Table, Atomic Table, Thermodynamic Symbols, Electric Units of Measure, Abbreviations of Periodicals, List of Measurements, and Geographic Names."

General Sciences; English/French; Bilingual

de Vries, Louis and Stanley Hochman. French-English Science and Technology Dictionary. New York: McGraw-Hill International Book Company, 1940 (Revised 1982).

"Widely used by the scientific community since its first appearance in 1940, this convenient, compact, concise dictionary is now of equal value to technologists in many fields. The dictionary contains some 52,500 entries (4,500 which are new to this edition); amongst the subjects covered are—aeronautics, agronomy, astronautics, electronic-data processing, entomology, genetics, geology, geophysics, horticulture, mathematics, nuclear science and technology, oceanography, physics, radar, radio, television, zoology, and other

fields."

General Sciences; English; High Intermediate

Donovan, Peter. Basic English for Science. Oxford: Oxford University Press, 1978.

This series has available the following: a student's book, a teacher's book, a class cassette, language laboratory cassette set, a class tape, and a language laboratory tape set. While teaching the specific language of science, this text introduces students to a variety of language skills, particularly study skills and writing. These are developed in such a way as to apply to other subjects requiring logical thinking on the part of the students.

General Sciences; English; High Intermediate

Drobnic, Karl, Sharon Abrams, and Marjorie Morray. Sci-Tech: Reading and Writing the English of Science and Technology. Culver City, California: English Language Services Publications, 1981.

This text introduces university-bound ESL students to the standard features found in college-level science textbooks, particularly in five areas: physical sciences, earth sciences, life sciences, mathematics, and applied sciences. The authors have analyzed authentic materials and developed an excellent preparatory workbook "incorporating major organizational features of textbook writing." Furthermore, the authors have kept in mind the fact that the primary goal of their book is language learning. "That the subject matter is also valid and interesting information drawn from the various fields of science is an important feature of these units." They state their intention as having been "to provide materials that give students practice in various reading and writing skills with a particular focus on the language devices English employs to express various academic concepts." This text contains abundant exercises, which are based not on grammatical structures, but rather on conventions of academic prose.

General Sciences; English; Intermediate

Evans Brothers. The Evans Brothers Dictionary of Science and Technology. London: Evans Brothers Limited, unable to verify date of publication.

"2,000 headwords; illustrated; covers important words in mathematics, physics, chemistry, and engineering. Numerous examples of usage."

General Sciences; English; Not Verified

Evans Brothers. Reading Scientific Texts. English for Special Purposes Series. London: Evans Brothers Limited, unable to verify date of publication.

No other information available at this time.

General Sciences; English; High Advanced

Ewer, Jack R. and G. Latorre. A Course in Basic Scientific English. London: Longman Group Limited, 1969.

This text is accompanied by a separately published set of Teacher's Notes. The main function of this text is to teach scientific English in a variety of contexts--all broad areas of science and technology (physics, chemistry, biology, geology and geomorphology, medicine, engineering, sociology, economics, psychology, and agriculture). Each unit is introduced by a reading, followed by comprehension questions on the reading. The grammar structures are then reviewed and a few exercises are included. The unit concludes with a series of questions and statements regarding the general topic and asks students to discuss these topics. Finally, the authors list a few bibliographical references for further study. Though the authors indicate that the approach is oral, the level of discussion required is such that students should have a rather sophisticated knowledge of not only the subject matter but the language as well. In the second unit, for instance, students are asked to "(a) state, (b) prove: (i) an algebraic formula; (ii) a geometrical theorem; (iii) a physical, chemical or biological law." This type of question requires that students fully understand the material and the approach used in

English to answer such a question—certainly a difficult task even for native speakers of English. Though the intention of the authors is sincere, I believe this text cannot work unless the conditions listed above have been met. But if that is the case, one could ask why a student sophisticated enough in English and in the subject matter would need this book at all.

General Sciences; English; Intermediate

Flood, W.E. and Michael West. An Elementary Scientific and Technical Dictionary. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

General Sciences; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

"A new kind of dictionary for those studying science through English. Organized like a thesaurus, the dictionary describes the meaning and usage of 10,000 of the most common terms used in General Science, Physics, Chemistry, and Biology, including Human Biology and Health Science. The Longman Dictionary of Scientific Usage is suitable for students in the last two years of high school or the first two years of college. It is also useful for anyone who needs access to scientific material written in English, and to those teaching English to students in the sciences. Each entry gives maximum information about the meaning and grammatical behavior of a term, reinforced with examples of the term in use and the contexts in which it frequently appears. Special attention is given to the precise meaning of many scientific terms contrasted with their usage in general speech."

General Sciences; English; Intermediate

Graham, E.C.(Editor). The Science Dictionary in Basic English. Lon-

don: Evans Brother Limited, unable to verify date of publication.

No other information available at this time.

General Sciences; English/Spanish; Advanced

Hirschhorn, Howard H. Technical and Scientific Reader in English/
Temas técnicos y científicos en inglés. New York: Simon
and Schuster (A Regents Publication), 1970.

"This book has been developed for those who wish to increase their understanding of technical and scientific English. It is meant especially for Spanish-speaking students, scientists, and technicians who are preparing to take courses in American schools or under instructors abroad."

General Sciences; English; Advanced

Huckin, Thomas N. and Leslie A. Olsen. English for Science and Technology: A Handbook for Nonnative Speakers. New York: McGraw-Hill, Inc., 1983.

The table of contents made available to me indicate that this book is for the advanced student who is interested in learning how to write technical reports. "This new book is specially designed for nonnative speakers in undergraduate and graduate technical writing or English-as-a-second language courses. It focuses on the general strategies and underlying principles of adapting one's communication (written and verbal) to the needs and expectations of various audiences." This textbook "emphasizes practical principles at work, not just procedural and formal aspects of communication." The opening chapter attempts to "motivate students by showing them the value of communication skills in technical fields." Also available are an instructor's manual and a pronunciation cassette "containing native-speaker models, for all exercises and drill material."

General Sciences; English; High Intermediate

Kesten, Bob and B.C. Brooks. Scientifically Speaking. BBC Audio

Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"This higher intermediate level course...was produced with advice from a number of British technological organizations, industrial and technical and scientific journals. After a general introduction to the subject of the English used in science and technology, twelve chapters present the terminology of plastics, steel, aircraft, nuclear power, oil, civil engineering, electronics, ship-building, computers, lasers, statistics and telecommunications; at the same time the student is taught the characteristic syntax and structures of scientific and technical English (both the spoken and the written language). Each chapter contains a recorded, dramatized conversation on the topic between one or more experts and a fictional scientific journalist, written passages on the same subject, and descriptive notes with diagrams, and a word-study section. This course also includes a two-hour series of recorded drills and oral exercises on important structures, terms and formulae. 6 cassettes and 2 texts."

General Sciences; English; Intermediate

Lander, Eleanor. Science and Technology: A Reader. Rowley, Massachusetts: Newbury House Publishers, Inc., 1983.

The text contains summaries from science research articles published in various science journals. "These authentic readings stimulate risk-taking and help develop reading confidence. There is an emphasis on context reading and word analysis to enable students to encounter unfamiliar terms without fear—and to learn that comprehension is not always dependent on total understanding of every word or term."

General Sciences; English; Advanced

Lee Kok Cheong. Syntax of Scientific English. Singapore: Singapore University Press, 1978.

No other information available at this time.

General Sciences; English; Intermediate

Lucas, D.J., H.I. James, and O.J. Simpeon. A First Scientific Dictionary. Evans Brothers Limited, 1977.

No other information available at this time.

General Sciences; English; Intermediate

Mahood, John, Jonathan Trench, Colin Lacey, and John Binns. The Evans English Dictionary of Science and Technology. London: Evans Brothers Limited, 1977.

This dictionary is "designed for the foreign student at the intermediate level" of proficiency. "It contains the most important terms which the foreign student would be likely to meet in the first year of a technical or science course in mathematics, physics, chemistry, or engineering...The vocabulary used in defining the words has been chosen with the needs and difficulties of the foreign student kept firmly in mind."

General Sciences; English; Beginning

Moore, John and Teresa Munevar. Concepts in Use. Reading and Thinking in English Series (H.G. Widdowson, Associate Editor). Oxford: Oxford University Press, 1980.

"'Reading and Thinking in English' is a series of four books forming a course in reading comprehension for students of English as a Foreign Language. It prepares the student for the specialist English met in textbooks, reports, and journals. The subject matter is varied, so that the student becomes accustomed to reading and thinking about specialized material without being biased toward any one discipline. The complete series takes the student from a basic level of English to a level at which authentic, unsimplified texts can be understood. The course is graded but has been designed to allow entry at any stage."

General Sciences; English; Advanced

Moore, John and Teresa Munevar. Discourse in Action. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

For annotation see Moore, Concepts in Use, in this section.

General Sciences; English; Intermediate

Moore, John and Teresa Munevar. Exploring Functions. Reading and Thinking Series. Oxford: Oxford University Press, 1979.

For annotation see Moore, Concepts in Use, in this section.

General Sciences; English; High Intermediate

Moore, John and Teresa Munevar. Discovering Discourse. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

For annotation see Moore, Concepts in Use, in this section.

General Sciences; English; High Beginning

Nogas, G.D. and A. Bolitho. Start English for Science. London: Longman Group Limited, unable to verify date of publication.

"Start English for Science is the first in the series of three books which also includes Learn English for Science and Study English for Science. It is an elementary course in English focusing on basic topics in science and technology. It assumes no previous command of English. Initially the presentation is at the simple sentence level, increasing by the end of the book to short, continuous texts. Numerous diagrams and illustrations form the basis of a wide variety of exercises throughout the book. Other exercises are based on specially written or adapted texts of general interest to the student of science."

There is a Student's Book as well as a Teacher's Book.

General Sciences; English; Intermediate

Purvis, Keith. Read and Note: English Study Skills for Science and Medicine. Student Book and Teacher's Book. London: Heinemann Educational Books, 1978.

This book is intended for science students, especially those in medicine, pharmacology, and biology, whose first language is not English. The course teaches strategies to improve reading comprehension and reading speed and, at the same time, a range of effective note-taking techniques is introduced.

General Sciences; English; Low Intermediate

Rossner, Richard and James Taylor. Technical English Readers. London: Macmillan Education, 1973.

"Beginning and intermediate ESL. Passages on general scientific and technological topics. Notes on American usage. Two books."

General Sciences; English; High Intermediate

Royds-Irmak, D.E. Beginning Scientific English. Books 1 and 2 with Key. Middlesex: Thomas Nelson & Sons, Ltd., 1975 (U.S. distribution—Boston: Heinle and Heinle Publishers, Inc.).

"A two-book course, with separate answer key, for students of an intermediate level or above who are preparing to study scientific subjects in English. Elementary science material is prepared in 40 graded units, each dealing with a different topic. In every unit two short texts are followed by exercises on vocabulary, and on selected grammar points of particular relevance to scientific English. Text A presents the subject in everyday language; text B is the same text re-worded in scientific terms. Points for discussion and comprehension questions are included and the books are

clearly illustrated with diagrams and photographs."

General Sciences; English; Not Verified

Sager, J.C., et.al. English Special Languages: Principles and Practice in Science and Technology. Weisbaden: Oscar Brandstetter, 1980.

No other information available at this time.

General Sciences; English; Advanced

Smithies, Michael. Advanced Comprehension Texts for Science Students. Special English Series. London: Collier-Macmillan International, Inc., unable to verify date of publication.

"This book is for students who have an advanced knowledge of English. The topics include science in daily life, exploration, life sciences, physics and chemistry, agriculture, engineering, medicine, and psychology." The variety of scientific writing in this text should encourage students to make deductions and draw conclusions.

General Sciences; English; Intermediate

Stares, Martin. Core English for General Science. London: Heinemann Educational Books Ltd., 1980. A Teacher's Book is also available.

The approach that Stares takes is quite novel in that it is based on the notional-functional syllabus. Each unit is divided into activities which most scientists would carry out in their professional lives. The following constitute the seven units: differences of degree, differences of kind, grouping, ordering, changes and relations, situations and outcomes, and structuring information. In the teacher's manual, the author acknowledges that the overall content in the text has been mainly drawn from physics and chemistry. The author makes ample use of exercises and most are replete with illustrations,

charts, and highlighted information. Though slim, this volume contains much information and has plenty of learning activities in the innovative exercises developed by the author. As with most textbooks produced by the British, the teacher's manual is filled with information, suggestions and recommendations on how to develop each lesson, using learning/teaching techniques to their maximum effect.

General Sciences; English; High Intermediate

Swales, John. Writing Scientific English. Middlesex: Thomas Nelson & Sons, Ltd., 1971 (U.S. distribution--Boston: Heinle and Heinle Publishers, Inc.).

"A course specially designed to help students write clear and concise English on scientific subjects. The book is useful for students at an intermediate level or above, who are taking physics, chemistry, engineering or technical subjects. It is also a valuable reference book for ESP teachers. The 12 units cover necessary grammatical structures and include models of paragraph and sentence organization. Exercises are provided which require the student to produce short, straightforward explanations and interpretations, rather than full-scale reports. The approach is flexible: certain units, such as those dealing with dimension properties, tables and graphs, develop along functional lines, but in areas where a functional design is less appropriate, as in compound nouns and relative clauses, the approach is more grammatical."

General Sciences; English; Intermediate

Swanland, Charles. Basic English for Science and Technology. Chicago: Intercultural Press, Inc., to be published.

"A series of special instructional materials for pretechnical ESL training, BEST teaches pretechnical and broad spectrum technical vocabulary and critical reading skills while developing vocabulary specific to science and technology. Graded from beginning to advanced, the series can be incorporated into basic English language programs where students need preparation for careers in technical fields."

General Sciences; English; High Intermediate

Thornley, G.C. Elementary Scientific Practice; Easier Scientific Practice; Scientific English Practice; Further Scientific Practice. London: Longman Group Limited, unable to verify date of publication.

"Intermediate through advanced level. Selections from scientific writings are arranged in increasing order of difficulty and accompanied by comprehension questions and other language exercises."

General Sciences; English; Advanced

West, Michael (Editor). A General Service List of English Words with Semantic Frequencies and a Supplementary Word-List for the Writing of Popular Science and Technology. London: Longman Group Limited, ongoing.

Unable to obtain copy for review.

General Sciences; English; Intermediate

Yeadon, Tony. Science and Modern Life. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

An "intermediate-level reader including dialogues, passages, and other activities."

General Sciences; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures

exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Geology; English; Low Advanced

Barron, Colin and Ian Stewart. Geology. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1977.

The book is divided into three units: 1) sub-surface geology; 2) geomorphology, or surface geology; and 3) applied geology. The diagrams used in this entire series are excellent in that conceptual information is presented in a visual way. Perhaps this feature is the most powerful way of presenting concepts.

Geology; English; Intermediate

Institute of Modern Languages. Oil: Historical Geology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

One of a series, this text, workbook, and reader "will focus on the various facets of the petrochemical industry (in this case, historical geology) using basic English and fundamental technical vocabulary" in the content area.

Government and Law; English; High Intermediate

Adult Performance Level Project. "Coping in Today's Society." Center for Lifelong Education. New York: Harcourt Brace Jovanovich, Inc., 1979.

"Based on extensive research by the APL Project at the University of Texas, the APL Series provides eight sets of materials in the five knowledge areas of Consumer Economics, Occupational Knowledge, Health, Government and Law, and Community Resources. The sets give adult learners everything they need to become functionally literate in the APL competencies. These are the competencies identified in the original APL research as ones an adult must have in order to cope successfully in today's society." This series is not specifically designed for ESL learners, yet with minor adaptations, these pamphlets can be used in an ESL setting.

Government and Law; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

This is a series of vocabulary words, in dictionary form, published as individual booklets:

1. Mathematics
2. Physics
3. Geography
4. Natural Science
5. Government and History

Government and Law; English; Advanced

Clark, Robert and Jo McDonough. Imaginary Crimes: Materials for Simulation and Role Playing. Oxford: Pergamon Institute of English, 1982.

"Each unit centers around a simulated trial of an imaginary crime. Preliminary exercises and role descriptions precede the role play; post-simulation exercises follow it...Although the materials em-

phasize skills in face-to-face interaction, they are firmly based on the principle of the integrative nature of language skills and do not practice one skill in isolation. All units are illustrated with photographs, charts, and maps. A key to the exercises and a glossary of legal terms are provided. The Teacher's Notes give guidance on methodology and procedure, and include suggestions for further work and appendices on the British legal system and terminology."

Government and Law; English; Advanced

Clarke, M.J. History, Sociology, Politics, Economics, Law. English Studies Series. Oxford: Oxford University Press, 1979.

For annotation refer to Clarke, Anthropology, Psychology, Education, Language, Philosophy, in Social Sciences section.

Government and Law; English/Spanish; Bilingual

Frankenthaler, Marilyn. Skills for Bilingual Legal Personnel/Técnicas para el personal bilingüe en el área legal. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

According to the publisher's notes, this book is designed for "students who are studying Spanish or English as a second language and want to develop practical skills so they can use the language in a career" and for those "who are studying in a field such as law and who want to integrate this study with their second language to develop bilingual proficiency in their area of concentration."

Government and Law; English; Intermediate

Miller, Christopher Ransom and Sherry Royce. Government and Law. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

This booklet is one of a series for adult learners, not speci-

cally ESL. Nonetheless, the materials are easily adaptable for general ESL orientation to vocabulary and resources available in dealing with government and law. It teaches people how to vote and how our government has been designed.

Government and Law; English; Advanced

Molyneux, Michael. Legal Problems. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"Advanced ESL level text using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. Tape available."

Government and Law; English/Spanish; Bilingual

Vanson, George N. and Marilyn N. Frankenthaler. Spanish-English Legal Terminology/Terminología español-inglés en el área legal. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

For annotation refer to Frankenthaler, Skills for Bilingual Legal Personnel.

Government and Law; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, lis-

tening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Health Sciences; English; High Intermediate

Adult Performance Level Project. "Coping in Today's Society." Center for Lifelong Education. New York: Harcourt Brace Jovanovich, Inc., 1979.

"Based on extensive research by the APL Project at the University of Texas, the APL Series provides eight sets of materials in the five knowledge areas of Consumer Economics, Occupational Knowledge, Health, Government and Law, and Community Resources. The sets give adult learners everything they need to become functionally literate in the APL competencies. These are the competencies identified in the original APL research as ones an adult must have in order to cope successfully in today's society." This series is not specifically designed for ESL learners, yet with minor adaptations, these pamphlets can be used in an ESL setting.

Health Sciences; English; Intermediate

Canario, Jack and Marilynne Mathias. Help! First Steps to First Aid. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1980.

Designed for adult learners, this excellent booklet gives basic information about what to do in case of an emergency.

Health Sciences; English/French/Korean; Bilingual

Curriculum Publications. "Competency-Based Adult Education ESL Modules: Health." Macomb, Illinois: Curriculum Publications Clearinghouse, Western Illinois University, unable to verify date of publication.

These modules provide survival skills for doctor's appointments, filling prescriptions, visiting a doctor, and going to the emergency room.

Health Sciences; English/Spanish/Vietnamese; Bilingual

Curriculum Publications. "Competency-Based Adult Education ESL Modules: Health." Macomb, Illinois: Curriculum Publications Clearinghouse, Western Illinois University, unable to verify date of publication.

These modules provide survival skills for doctor's appointments, filling prescriptions, visiting a doctor, and going to the emergency room.

Health Sciences; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

"A new kind of dictionary for those studying science through English. Organized like a thesaurus, the dictionary describes the meaning and usage of 10,000 of the most common terms used in General Science, Physics, Chemistry, and Biology, including Human Biology and Health Science. The Longman Dictionary of Scientific Usage is suitable for students in the last two years of high school or the first two years of college. It is also useful for anyone who needs access to scientific material written in English, and to those teaching English to students in the sciences. Each entry gives maximum information about the meaning and grammatical behavior of a term, reinforced with examples of the term in use and the contexts in which it frequently appears. Special attention is given to the precise meaning of many scientific terms contrasted with their usage in general speech."

Health Sciences; English; Intermediate

Institute of Modern Languages. Health Service. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Health Sciences; English/Cambodian; Bilingual

Jacobson, Becky and Marlene Howell. "Hospital Admissions Procedures and Nursing Assessment," no other information given.

This booklet contains information pertaining to hospital admission procedures and for a nursing assessment. It is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Health Sciences; English; Intermediate

Minnesota Curriculum Services Center. Human Anatomy Modules. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For information regarding these modules, write to:

Minnesota Curriculum Services Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110
(612) 770-3943

Health Sciences; English/Laothian; Bilingual

Missoula City-County Health Department. Basic Health Care. Translated by Ge Moua and Xia Moua. Missoula, Montana: Missoula City-County Health Department, no date given.

Prepared by the nurses in the Missoula City-County Health Department, this booklet discusses the following topics: basic anatomy; nutrition; birth control; immunization; communicable diseases; dental hygiene; pre and postnatal care; first aid and over-the-counter drugs; and self-care and utilization of the health care system. This publication is available from:

Indochinese Materials Center

U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Health Sciences; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles:
New House Press, 1977.

Cómo trabajar o comunicar en (How to work or communicate in):

1. un hospital o casa de convalecientes o una casa privada
(a hospital, convalescent home, or a private home);
2. un restaurante o bar (a restaurant or bar);
3. un hotel, motel o posada (a hotel, motel, or inn).

Health Sciences; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Health. ABLEST Series.
Belmont, California: Pitman Learning, Inc., 1980.

A booklet designed for the adult learner, Health, teaches them about being well and feeling good, what to do when someone gets sick, safety, things that can cause damage (coffee, drugs, alcoholism, smoking, and so forth), and how to take control of one's health.

Health Sciences; English; Not Verified

Vocational Technical Institute (916 Area). Human Anatomy. White
Bear Lake, Minnesota: Minnesota Curriculum Services Center,
unable to verify date of publication.

For annotation refer to Vocational Technical Institute, Auto Mechan-
ics, in the Automotive Mechanics section.

Heating; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

An excellent workbook for students to learn five instructional areas: basic electricity, maintenance and repair of heating, maintenance and repair of air conditioning, maintenance plumbing, and maintenance carpentry. This manual is part of a series developed for Project Development and Management, School of Technical Careers, Southern Illinois University at Carbondale. Valuable resources include a translation of the introduction and general outline as well as a translation of technical words into Spanish and Laotian.

Heating; English; Not Verified

Rutgers Vocational-Technical Curriculum Laboratory. Glossary of Key Words. New Brunswick, New Jersey: Rutgers University Vocational-Technical Curriculum Laboratory, no date given.

Included are the following: Clothing Services, Heating and Air Conditioning, Radio and TV Repair, and Welding.

Heating; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

This is a glossary on heating and air conditioning.

Hotels and Hotel Personnel; English; Intermediate

Binham, Philip, Riitta Lampola, and James Murray. Hotel English: Communicating with the International Traveller. London: Pergamon Press, 1982.

Intended for hotel personnel in work or training, this useful booklet, along with the recorded material, guides students through the necessary terminology and situations they are most likely to encounter in this profession. According to the authors, the dialogues presented are authentic, "offering maximum exposure to context rather than rigid sets of artificial language exercises." These dialogues include: making reservations, checking in, applying for a position, giving directions and information, skiing, hiking, room service, telephone conversations, travelling, conferences and facilities, dealing with complaints, paying the bill, and polite phrases.

Hotels and Hotel Personnel; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs, Florida: Language Research Press, 1966.

This is a bilingual series which includes the following titles:

Inglés comercial/Retail Selling

Inglés para bancos e instituciones de ahorros y préstamos/Banks and Savings and Loan Institutions

Inglés para restaurantes/Restaurants

Inglés para hoteles y moteles/Hotels and Motels

Inglés para médicos, dentistas, oculistas, optometristas y enfermeras/Doctors, Oculists, Optometrists and Nurses

Hotels and Hotel Personnel; English; Not Verified

Crandall, JoAnn and Allene Grognet. Hospitality. Prentice-Hall and Center for Applied Linguistics Series in Special English. New Jersey: Prentice-Hall, Inc., forthcoming.

The bibliographical information was provided by the general editor for Prentice-Hall. At the time, she was not sure of the title.

Hotels and Hotel Personnel; English; High Intermediate

Hall, Eugene J. The Language of Hotels in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

This book describes the duties of hotel personnel, the kinds of jobs that are found in hotels, and the duties, problems, and rewards of hotel work. It is, in fact, a good, brief survey of the hotel business.

Hotels and Hotel Personnel; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Cómo trabajar o comunicar en (How to work or communicate in):

1. un hospital o casa de convalecientes o una casa privada (a hospital, convalescent home, or a private home);
2. un restaurante o bar (a restaurant or bar);
3. un hotel, motel o posada (a hotel, motel, or inn).

Hotels and Hotel Personnel; English; Advanced

Schrage-Lorden, Kate. English for Hotel Staff. English for Special Purposes Series. London: Evans Brothers Limited, 1979.

The author presents various situations that could be encountered in any hotel using the specific vocabulary found in the hotel industry. The author points out that this book "does not deal with the needs of hotel management," but rather, is about hotel staff "at the reception desk, cashier's desk, in the restaurant and bar, on the telephone, and at the porter's desk." The core of the book is the situational dialogue. The exercises are based on the vocabulary in that dialogue: role playing and cloze exercises which take the form of a dialogue. At the end of each section, there is a list of expressions based on functions: for example, finding out what a guest

nees, accepting/refusing a reservation, giving information about hotel rates, paying, getting details of arrival, and so forth.

Hotels and Hotel Personnel; English; High Intermediate

Svatko, James. Hotel Personnel. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

When available, this volume will replace the current two-volume set by Vivien Worsdall, Special English for Hotel Personnel.

Hotels and Hotel Personnel; English; High Intermediate

Worsdall, Vivien. Special English for Hotel Personnel. Book One: Office Managers, Clerks, Cashiers, Telephone Operators. London: Collier-Macmillan International, Inc., 1971.

This book introduces students to the services and duties of hotel personnel. Not unlike the other booklets in the series, it provides minimal communicative skills development in that the only exercises are those of substitution and pattern practice. To use these successfully, the teacher will have to supplement extensively.

Hotels and Hotel Personnel; English; High Intermediate

Worsdall, Vivien. Special English for Hotel Personnel. Book Two: Bar and Restaurant Employees. London: Collier-Macmillan International, Inc., 1972.

This book deals with technical terminology needed by restaurant and bar employees. As with the previous volume, it provides minimal communicative skills development.

Humanities; English; Advanced

Mackin, Ronald and W.F. Hawkins. Liberal Studies. English Studies Series. Oxford: Oxford University Press, 1979.

No other information available at this time.

Insurance; English; Not Verified

Robinson, Philip Bedford. It Pays to Be Insured. Nelson Business English Readers Series. Boston: Heinle and Heinle Publishers, Inc., 1978.

No other information currently available. ✓

International Trade; English; High Intermediate

Atkinson, Philip S. and Helen Reynolds. Business Writing and Procedures. New York: Atlantis Publishers, Inc., 1981.

"Business Writing and Procedures guides students who have a good working knowledge of English toward proficient business writing. A wide variety of sample letters and reports aid students in acquiring the skills needed to write personal and professional business letters, informal and formal reports, and correspondence concerning job applications. A special section focuses on letters and documents regarding international trade."

International Trade; English; High Intermediate

British Broadcasting Corporation. Bid for Power. BBC Video Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"Bid for Power is a course for managerial and professional personnel who need to understand and use English in business and industry when negotiating in international contexts with both native and non-native speakers of English. It is in the form of a drama serial in thirteen episodes about a developing country which discovers that the sand on one of its isolated beaches is almost pure quartz suitable for processing into high-grade silicon. International consortia and business concerns from different parts of the world bid to develop this important source of natural wealth, and the government of the country calls in consultants and advisors to evaluate the rival bids. The action takes place in six settings. The language is carefully controlled to suit the needs of learners at the intermediate level, and there are supporting materials (manuals, books, and audio cassettes) for both self-instruction and classroom use. The episodes cover a variety of topics ranging from natural resources, principal industries, industrial development plans, agriculture, exports, imports, to tourism, manufactured goods, per capita income, energy supplies."

International Trade; English; High Intermediate

Costinett, Sandra. American English for International Businessmen.

Silver Spring, Maryland: Institute of Modern Languages, Inc., 1973.

These materials have been prepared for students who are or will be at some time engaged in work that brings them into contact with English-speaking businessmen. The terminology and situations are highly beneficial for those students who want to participate in the English-speaking business world as well as learn on-the-job language. Recorded material is available.

International Trade; English; High Intermediate

Cotton, David. International Business Topics. London: Evans Brothers Limited, unable to verify date of publication.

A "selection of 22 reading passages about international business that serves as a basis for oral discussion and for comprehension and writing assignments."

International Trade; English/French; Bilingual

Coveney, James. International Organization Documents for Translation from French. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: unable to verify date of publication.

A complete catalogue of titles available in this series can be obtained from Maxwell House, Fairview Park, Elmsford, New York, 10523.

International Trade; English/French; Bilingual

Coveney, James and Sheila J. Moore. Glossary of French and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and French. The terms...have been drawn from

such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

International Trade; English/German; Bilingual

Coveney, James and Christina Degens. Glossary of German and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and German. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

International Trade; English/Spanish; Bilingual

Coveney, James and Julian Amey. Glossary of Spanish and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

This glossary "provides an up-to-date translation of essential management terms in English and Spanish. The terms...have been drawn from such areas as business policy and corporate planning, computer techniques, finance, marketing, operational research, personnel management, and production."

International Trade; English; High Intermediate

English Language Services, Inc. (William A. Mundell and Claude M. Jonnard, Consultants). Business: International Trade. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This text is a revised version of Special English: International Trade. While new photographs have been added, little else has

been changed. The Table of Contents lists the following topics: Selecting the Market, Selecting the Distributor, Export Financing, Packing and Shipping, Advertising, Arbitration, Decision to Import, Decision to License, Investing Abroad, Expanding the Market Area, and Overseas Business Policies. Each chapter is built around an opening dialogue where vocabulary about the topic is introduced. Then selected vocabulary words are defined and used in context (each word is given three sentences). Finally, there is a brief exercise where students are asked to fill in the blanks with the correct word.

International Trade; English; Advanced

Ferguson, Nicholas and Maire O'Reilly. English for International Banking. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979 (Published 1978 by Centre for the Experimentation and Evaluation of Language Learning Techniques).

The authors propose to teach consultation techniques in English. Those using the book are expected to have a good command of the language since the concepts dealt with are rather sophisticated: short-term investments, bonds and shares, small loans, mortgages, refusing a loan, and handling complaints. There are a variety of exercises, pre- and post-testing, a reading section for each chapter, role-playing exercises, and vocabulary exercises.

International Trade; English; High Intermediate

Fitzpatrick, Anthony. English for International Conferences: A Language Course for Those Working in the Fields of Science, Economics, Politics and Administration. Oxford: Pergamon Institute of English, 1982 (1979 Institut fur Lernsysteme).

This booklet is in reality a supplement to a tape cassette which includes all the dialogues and exercises. In fact, the only exercises for which the manual is absolutely necessary are the listening comprehension exercises. The purpose of the booklet is two-fold: to aid those who need to see the written form in order to learn more easily and to aid those who need a quick reference when in a situation requiring the use of a structure mentioned in

the booklet. The approach is notional/functional. Given a context, students learn how to make suggestions, introductions, apologies, introduce a speaker, raise questions, and so forth. Obviously designed as a self-help tool, this slim booklet does much to assist non-native English speakers acquire a sense of the type of English necessary in certain situations. I find the approach totally appropriate for the purpose for which it has been designed, that is, to use English in the context of international conferences and congresses. The author makes a point of not teaching 'specialized vocabulary' since "research has shown that it is not the specific vocabulary of their own subject area which causes the most trouble, but the use of 'everyday' English and the lack of familiarity with the procedures and 'linguistic strategies' required for the mastery of those situations which recur at different types of meetings."

International Trade; English; High Intermediate

Mohr, Boudewijn. The Language of International Trade in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1978.

This book introduces students to the language used in international trade, particularly as it applies to exporting and importing, balance of payments, foreign exchange trading, multinational corporations, foreign direct investment, financing in international trade, taxation, and cartels. As with the other books in this series, it does not really attempt to teach communicative language skills; rather, the emphasis seems to be on increasing vocabulary and showing it in context in a reading that deals with some aspect of international trade. Expect to supplement with language learning activities if you plan to use this or any English For Careers Series books.

International Trade; English; Intermediate

Norman, Sue and Clive Moffat. Export English. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

This program is "a course on business with special emphasis on the

language and practices relating to international trading...It covers marketing, pricing, finance, trade fairs, agents, reorganization, methods of payment, and board meetings. It also touches upon office routine, telephoning, and other practical aspects of business life. Three cassettes and a textbook are available."

International Trade; English; High Intermediate

Okada, Barbra Teri and Nancy Taeko Okada. Dos and Dont's for the Japanese Businessman Abroad. New York: Regents Publishing Company, Inc., 1973.

The purpose of this book is to give Japanese businessmen who travel extensively throughout the world an idea of what to expect outside of their country. The book compares Japanese values to those of the Western world. It discusses customs in the U.S., London, Paris, Rome, and Argentina. In addition, there are discussions on types of dress, foods, table manners, telephone conversations, what to do in an emergency, general advice on dating Western women, and so forth. This is a kind of book of social etiquette which is useful around the world.

International Trade; English; High Intermediate

Oppenheim, Peter K. The Language of International Finance in English: Money and Banking. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

This book is an excellent introduction to the world of international banking. There are numerous illustrations which aid students in learning about the many forms, letters, drafts, and so forth, essential to the international banking community. Through a series of readings, the student is introduced to the following concepts: the international financial world, the international organization of U.S. commercial banks, international movement of currency, foreign exchange, the eurodollar market, letters of credit, collections, commercial bank lending, and finally, the international financial institutions. Though the book offers very little opportunity to build communicative skills, the purpose is adequately served in that the author's main intention is to introduce students to the functions of international banking and to its specific vocabulary and language.

International Trade; English; Not Verified

Robinson, Philip Bedford. Trading Round the World. Nelson Business English Readers Series. Boston: Heinle and Heinle Publishers, Inc., 1978.

I was unable to review this book.

International Trade; English; Advanced

Robinson, Philip Bedford. Import/Export. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"The contents include exchange control, buying long and selling short, customs clearing and bonding, and others."

International Trade; English; Advanced

Roe, Peter, Roger Owen, and John Tully. English for International Cooperation. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"This higher intermediate level course...is not 'school English'—no grammar or analysis of 'correct' language. This is the real language of adult people, using it in real situations, in many international contexts. This is the sort of English people need to understand and use all over the world. The course shows English in use among people from all parts of the world—some 25 nationalities in all—in situations where effective communication is vital; an international arts festival, a news incident, a scientific conference and so on. The text analyzes the language and teaches essential idioms and vocabulary. Three cassettes and a 195-page text."

International Trade; English; High Intermediate

Vest, E.M. Kay (Contributing Editor). International Trade. Special

English Series, prepared by English Language Services, Inc. New York: Collier-Macmillan International, Inc., 1966 (Revised edition scheduled for late 1982).

Topics covered in this small volume include selecting the market, selecting the agent, export financing, packing and shipping, advertising, arbitration, decision to import, decision to license, investing abroad, expanding the market area, and overseas business policies. Like the other books in this series, the emphasis is on vocabulary development in the specific area. There are readings and technical terminology lists. This text will require much supplementary material.

International Trade; English; High Intermediate

Wyatt, David H. Essentials of International Trade. American Language Academy Series in English for Special Purposes. Washington, D.C.: American Language Academy, 1979.

This text, essentially a reading text, develops students' abilities in vocabulary useful to international trade. Additionally, it surveys "the fields of international trade (and) international economics...Seventeen units of readings, passages for listening comprehension, and discussion topics, with sections on vocabulary, word study, syntax and rhetoric, and varied exercises."

Journalism; English; High Intermediate

Bacas, Harry (Contributing Editor). Journalism. Books 1 and 2.
Special English Series, prepared by English Language Services,
Inc. New York: Collier-Macmillan International, Inc., 1966.

These two books provide specialized instruction for students interested in the field of journalism. The brief dialogues are based on tape recordings made during the course of business in a newspaper office. Since slang forms a good deal of newspaper talk, many of these expressions have been included. As with the other volumes in this series, the text lacks communicative exercises based on current research in second language learning and language acquisition. The teacher will have to supplement extensively in order to produce any positive results.

Journalism; English; Advanced

McDonald, Peter and J.C. Sager. The Languages of English Journalism:
A Workbook for Students. Munich: Max Hueber Verlag, 1974.

No other information available at this time.

Journalism; English; Not Verified

Schmitz, Albert. A Look at the Press. Munich: Max Hueber Verlag,
1973.

No other information available at this time.

Keypunch; English; Low Intermediate

Kalnitz, Joanne. VESL for Keypunch. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

The first unit of this book deals with the type of vocabulary, amply illustrated, used in keypunch—an introduction to the machine itself and source documents. The second section deals with job-finding skills, and the third is a conversation supplement for on-the-job communications.

Keypunch; English/Korean; Bilingual

Lee, Helen C. Keypunch for Korean Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

This manual offers fundamentals for keypunch entry to Korean-speaking students. Topic descriptions include: text and illustrations on the 129 machine, typewriter keypunch, alphabetic punching, special characters, manual and automatic operation, card bed and program unit, hand feeding and source document, and payroll and invoices. A glossary of keypunch terms is provided.

Keypunch; English/Spanish; Bilingual

Tobar-Maschwitz, Elizabeth. Keypunch for Spanish Speaking Students. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

This work is part of a series produced at Truman College for Project Mainstream. The materials are meant to ease the transition from monolingual to bilingual proficiency in the language necessary to operate keypunch machines. The contents of the booklet consist of the following: text and illustrations on the 129 machine, additional illustrations on how to operate the keypunch machine, planning program cards

and illustrations about using control switches, solving card jams and locked keyboards, explanations about practical jobs, and the differences between the 120 and 029 machines and illustrations on the verifier.

Machine Shop; English; Low Intermediate

Bold, Richard D. Technical ESL: Machine Shop. White Bear Lake, Minnesota: Minnesota Curriculum Services, 1978.

These materials are grouped into nine modules "designed to introduce machine technology concepts and terminology through language specially simplified for the student whose first language is not English and whose English proficiency is limited." The materials have been developed to help LEP students, particularly Indochinese, become skilled in machine technology. The modules consist of the following: basic spatial concepts (lines, circles, angles, shapes that have angles, solid shapes, and measurement dimensions); motion (types, linear speed and distance, angle measurements—from degrees to radians and radians to degrees, and rotary speed and distance); basic mechanisms (gear, chain, and V-belt mechanisms, cranks, levers, and wheels, cam and screw mechanisms); language—passive voice (simple present passive sentences, present continuous passive sentences, and passive sentences without an agent); safety (safety words, body parts and functions, types of injuries to body parts, types of accidents that cause injury, safety procedures to prevent accidents); machine operations and tables (reading tables, melting points, types of metals, metal hardness scales, alloy numbers, cutting speed, feed and depth of cut); drill press (parts and operation, cutters and jobs, bit sizes and cutting speeds, press safety); the lathe (construction, operations, settings, and safety); and milling machines (construction, operations, speeds and feeds, and safety). In developing these materials, the author assumes that learners know very little about machine shop concepts, principles, and mechanisms and that they are preparing for or exploring machine shop occupations. The materials, though intended to be self-paced, require some teacher interaction to monitor progress and devise listening/speaking activities. Each section has plenty of professionally drawn sketches along with basic definitions. The activities that follow these introductory descriptions ask students to identify parts using a variety of exercises, leading to exercises where the student is required to have learned all the parts of the machinery. At the end of each unit, there is a summary illustration. Because of their size and the quality of the art work, the illustrations throughout are easy to read and understand. At the end of each module, a self-test helps students determine if they have learned the material in that particular module. Each module comes with an answer key. For a noncommercial product, these machine shop materials are among the most professional this reviewer has seen. The objectives are clear, the illustrations well-presented, and the presentation sequence well thought out. I highly recommend this for LEP machine shop programs. The materials are available from two sources: 1) Minnesota Curriculum Services Center, 3554

White Bear Avenue, White Bear Lake, Minnesota, 55110 (612-770-3943) and 2) Lynda Rago, Support Service Specialist, Department of Education, Vocational-Technical Division, Support Services—Refugee Program, 547A Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota, 55101.

Machine Shop; English/Laotian/Spanish; Bilingual

Kelly, Michael G., Patricia Menges, and Kebir Marti-Lambert. Machine Shop Fundamentals: Part I. Student Workbook, Vocational Instructor's Manual, and Technical English Instructor's Manual. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1982.

This excellent workbook "was designed for limited English proficiency students who are enrolled in Machine Tool Technologies courses or who are preparing to enroll in Manufacturing Trades courses. The organization, format, and simplified language of Machine Shop Fundamentals make it suitable not only for LEP students but also for other special needs students who have difficulty reading traditional textbooks. The twenty-four competency based lessons may be used as a mini-textbook, as a supplementary textbook, or as the basis for a pre-vocational training course...The corresponding (student workbook) has for each lesson a technical vocabulary, study questions, review questions, and worksheets. The Vocational Instructor's manual has specific teaching strategies and notes, self-tests, and student native language supplements in Spanish, Lao, and Vietnamese for each lesson. The technical English instructor's manual has specific Vocational English as a second language teaching strategies, VESL activities closely coordinated with the Machine Shop Fundamentals lessons, and visuals."

Machine Shop; English/Vietnamese; Bilingual

Kelly, Michael G., Patricia Menges, and Kebir Marti-Lambert. Machine Shop Fundamentals: Part I. Student Workbook, Vocational Instructor's Manual, and Technical English Instructor's Manual. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1982.

For annotation refer to Kelly, et.al., Machine Shop Fundamentals, English/Lao-tian/Spanish.

Machine Shop; English/Spanish; Bilingual

Kotesky, Arturo A. Bilingual Access Program: Developmental Materials for Non-Native Speakers: Machine Tool Operations. Elgin, Illinois: Elgin Community College, 1978-1982.

This VESL course was designed for LEP students enrolled in the Machine Tool Operation courses at Elgin Community College. It consists of 16 lessons covering reading, listening, vocabulary development, and grammar exercises.

Machine Shop; English; Intermediate

Mrowicki, Linda G. VESL for Machine Tool Operations Program. Bilingual Access Program. Elgin, Illinois: Elgin Community College, 1978.

No other information available at this time.

Machine Shop; English/Spanish; Bilingual

Saiz, M. Diccionario de mecánica, inglés-español. New York: Milner Books, Ltd., 1968.

This illustrated dictionary gives the term in English and the definition in Spanish.

Machine Trades; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Specialist). Machine Trades. Multi-Cultural, Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

This book is part of a series designed by Project Development and Management, School of Technical Careers, at Southern Illinois University at Carbondale. In the introduction, the authors state that this 36 week program "covers the following areas: use of measuring tools, benchwork, tool bit grinding, lathe work, milling work, precision grinding, and combination machine work." They further state that "during the course of training, the student will learn to perform one or a variety of duties, as a production machine operator, a machine tool operator and/or a machinist apprentice, depending on the student's aptitude, interest, and progress in class...Upon successful completion of the training program, an above-average student will earn the equivalent of one year in apprentice training as a machinist and find opportunities waiting in a wide range of industries." Following the introduction is a series of competency based curricula in VESL. Each unit contains a set of tasks, each of which has delineated performance objectives, evaluation criteria, and a performance guide. There are plenty of illustrations to help students in their progress.

Machine Trades; English; Intermediate

Minnesota Curriculum Services Center. Machine Technology Modules. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For information regarding this modules, write to:

Minnesota Curriculum Services Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110
(612) 770-3943

Machine Trades; English/Spanish; Bilingual

Saíz, M. Diccionario de mecánica, inglés-español. New York: Min-

erva Books, Ltd., 1968.

This illustrated dictionary gives the term in English and the definition in Spanish.

Maintenance Mechanics; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

An excellent workbook for students to learn five instructional areas: basic electricity, maintenance and repair of heating, maintenance and repair of air conditioning, maintenance plumbing, and maintenance carpentry. This manual is part of a series developed for Project Development and Management, School of Technical Careers, Southern Illinois University at Carbondale. Valuable resources include a translation of the introduction and general outline as well as a translation of technical words into Spanish and Laotian.

Maintenance Mechanics; English/Spanish; Bilingual

Saíz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

This illustrated dictionary gives the term in English and the definition in Spanish.

Maritime and Seafaring; English; High Intermediate

Bell, Claude. Seafaring in English. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

Used by nautical training establishments in many countries, this course covers all aspects of a voyage from signing on the crew and taking on the cargo to berthing. "It deals, among other things, with navigation, safety, communications, maintenance, anchoring, and mooring." A glossary of nautical terms is included. A textbook and two audio cassettes.

Maritime and Seafaring; English; Low Advanced

Blakey, Tim. English for Maritime Studies. Oxford: Pergamon Institute of English, 1982.

"An intermediate English language course to enable students of nautical subjects to handle effectively the textbooks, manuals and instructions encountered at college and on board ship. Reading, writing and note-taking skills, applied terminology and grammar form the course, which is particularly directed at those intending to enter English-medium nautical colleges or to embark on a career in shipping. The twelve units (shipping, ship types, ship construction, manning, seamanship, cargo work, navigation, main engines, auxiliary machinery, maintenance, safety and communications at sea) offer material for about 100 hours of study. All are illustrated by diagrams, tables and photographs. An answer key to the exercises, teacher's notes and a tapescript of the nine lectures recorded on cassette are included."

Maritime and Seafaring; English; Advanced

Stevens, Peter. Seafaring. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"The contents include talking about the ship, crew's duties, collision rules, steering a course, and others." A cassette recording is available.

Maritime and Seafaring; English; High Intermediate

Weeks, Captain F. Wavelength: English for Marine Navigation. BBC
Audio Cassette Courses. New York: Jeffrey Norton Publishers,
unable to verify date of publication.

This course is designed to teach seaman of all nationalities the
standard language for radio communication between ships at sea
and from ship to shore. Three cassettes and a textbook.

Mathematics; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

This is a series of vocabulary words, in dictionary form, published as individual booklets:

1. Mathematics
2. Physics
3. Geography
4. Natural Science
5. Government and History

Mathematics; English; High Intermediate

Blackie, David J. English for Basic Mathematics. Middlesex: Thomas Nelson & Sons, Ltd., 1978 (U.S. distribution: Boston: Heinle and Heinle Publishers, Inc.). A teacher's manual is available.

"English for Basic Mathematics is for students at secondary school or in higher education, who are preparing to study a scientific or technical subject in the medium of English. The course aims to enable students to understand and express basic mathematical concepts in English with ease and confidence through systematic presentation, application exercises and revision work." The teacher's manual "contains a summary of the aims of each unit, supplementary exercises and the answers to all the exercises."

Mathematics; English; High Intermediate

Dewar, Darrell. Fundamental Math Workbook. Parts I and II. Adult Basic Education Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1972.

"The text's primary purpose is to present the basic mathematical skills in graduated steps utilizing a limited vocabulary. Its secondary purpose is to reinforce previously learned English structures and vocabulary."

Mathematics; English; Low Advanced

Hall, David with Tim Bowyer. Mathematics. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1980.

This excellent manual introduces students to the specific language used in mathematics—to formulae, proofs, symbols and other tools necessary to understand the various mathematical sciences. The book has been designed to be used in conjunction with a core text, General Science, but it may be used independently. The many graphs and illustrations help prevent students from becoming confused. A highly commendable text for those students who plan on going to a university and enrolling in upper division mathematics.

Mathematics; English/Vietnamese; Bilingual

Hanh, Vu Duc. Mathematics Terminology. Pensacola, Florida: Escambia County School District, 1975.

This document is available free of charge by writing to:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 64106

Mathematics; English/Vietnamese; Bilingual

Le, Lap Trong. Math Terminology List. San Diego, unable to verify date.

This list may be obtained by writing:

Mr. Lap Trong Le
4508 Terrace Drive #9
San Diego, CA 92116

Mathematics; English; Advanced

Mackin, Ronald and W.F. Hawkins. Physics, Mathematics, Biology, and Applied Science. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.
- *detailed notes on grammar and vocabulary
- *exercises on comprehension and the use of English
- *guided comprehension practice."

Mathematics; Spanish; Bilingual

Martinka, Marie and Cristina Rodríguez. Matemática vocacional para el comercio. Cincinnati, Ohio: South-Western Publishing Company, 1975.

This is a translation of Vocational Mathematics for Business.

Mathematics; English; High Beginning

Rusthoi, Daniel. Speaking of Numbers: Skillbuilding in English and Arithmetic. Worktext 1. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1979.

Future technical worktexts in this series will include:

- Worktext 2: Fractions
- Worktext 3: Introduction to Algebra and Geometry
- Worktext 4: Algebra, Geometry and Trigonometry

Excellentlly written and presented for the adult learner, this text can even be used by native speakers who have deficiencies in basic mathematics. The contents take students through the four basic arithmetical operations.

Mathematics; English/Vietnamese; Bilingual

Sechrist, Bettie Lou and Panthoul Loth. English-Vietnamese Math Words. Vietnamese translation by Trinh Khoa Nghi and Luu Kim Dung. Long Beach, California: Long Beach Unified School District, no date given.

This booklet was designed for junior high school students, under the auspices of the Southeast Asian Learners Project.

Mathematics; English; Not Verified

Sturgess, P.W. The English for Mathematics. London: The Green Mountain Press, 1975.

No other information available at this time.

Medicine; English; High Intermediate

Alderson, Dick and Vivienne Ward. English Tests for Doctors. Middlesex: Thomas Nelson & Sons, Ltd. 1980 (U.S. distribution—Boston: Heinle and Heinle Publishers, Inc.). A set of three cassettes, a student's book and a teacher's manual are available.

"This book consists of six practice tests for doctors and medical students who wish to assess their aural and written skill in the English language. It also aims to help those doctors who are preparing for examinations...Each practice test consists of two parts: a taped test (the Comprehension of Spoken English paper) and a written test (the Written English paper). The book emphasizes aural work; the three accompanying cassettes, with over 500 related questions, provide extensive practice in listening comprehension, phonetic discrimination, and in important but neglected areas such as assessing how the tone of voice affects meaning." The teacher's manual "gives tapescripts and answers to all the questions."

Medicine; English; Intermediate

Austin, David and Tim Crosfield. English for Nurses. London: Longman Group Limited, 1976.

This book was first published by Hermods in 1974 as English in Hospital 1 and 2.

Using abundant charts, graphs, illustrations, and terminology taken from the medical field, this book prepares students who wish to acquire a working knowledge of medical English. Unfortunately, few of the exercises concern oral proficiency in English. The skills which the book tends to emphasize are reading, writing, and vocabulary building.

Medicine; English; High Intermediate

British Broadcasting Corporation. Medically Speaking. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

This is a comprehensive new audio-based course for doctors and others who need to use English in the medical field or in work related to medicine.

Medicine; English; Advanced

Beitler, Lorraine and Barbara McDonald. English for the Medical Professions. Instrumental English Series. New York: McGraw-Hill, Inc., 1982.

The emphasis of this book is on reading comprehension and not on the oral production of English. The authors have attempted to find reading passages with technical vocabulary and syntactical structures most often encountered by the student of medicine. Since the format lends itself to self-study, the authors have included the answers at the end of each lesson. The variety of topics and exercises make this an ideal book for students whose comprehension skills in medical terminology are limited but whose general English skills are at the high intermediate to advanced level.

Medicine; English; High Intermediate

Bloom, Gretchen. The Language of Hospital Services in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

This book introduces students at a high level of proficiency to the jobs, skills required, and other functions performed by hospital personnel. Though sketchy and brief, the readings do give students a concept of how a hospital is run. Contents include the modern hospital (an overview, the administration of a modern hospital, behind the scenes), institutional services, the medical staff, the nursing staff, major medical departments, specialized medical services, additional supporting units and services, outpatient and emergency services, and a typical patient's day.

Medicine; English; Advanced

Bloom, Gretchen. The Language of Medicine in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1982.

This volume examines various aspects of the medical profession, such as human anatomy, symptoms and cures of disease, common diseases and ailments, careers in medicine, health care systems, medical emergencies and prevention, and high technology health care. The readings in each lesson are quite extensive and they require a thorough knowledge of English. The main goals are for students to master specific vocabulary in contextual patterns and to improve their ability to communicate in the field of medicine.

Medicine; English; Advanced

Candlin, C.N., C.J. Bruton, J.H. Leather, and E. Woods. Doctor-Patient Communication Skills (DOPACS), Volumes I and II. Chelmsford, England: Graves Medical Audio-Visual Library, 1977.

A series of modules for the medical expert who has a good formal knowledge of English structure and vocabulary. The materials "concentrate on the complex issues in communication that arise from the contrasting experience and expectations of the local patient and the doctor from overseas."

Medicine; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs, Florida: Language Research Press, 1966.

This is a bilingual series which includes the following titles:

Inglés comercial/Retail Selling
Inglés para bancos e instituciones de ahorros y préstamos/Banks and Savings and Loan Institutions
Inglés para restaurantes/Restaurants
Inglés para hoteles y moteles/Hotels and Motels

Inglés para médicos, dentistas, oculistas, optometristas y enfermeras/
Doctors, Oculists, Optometrists and Nurses

Medicine; English; Not Verified

Crandall, JoAnn and Allene Grognet. Special English for Medical Professions. Prentice-Hall and Center for Applied Linguistics Series in Special English. New Jersey: Prentice-Hall, Inc., forthcoming.

This volume is part of a series developed by Crandall and Grognet. The series is expected to be available by late 1984.

Medicine; English; High Intermediate

English Language Services, Inc. Medicine: Practical Surgery. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This volume is one of a series of revised texts currently available as the Special English Series. When available, this text will replace the volumes by Hirsch and Curtin, Medicine.

Medicine; English; High Intermediate

English Language Services, Inc., Medicine: Practical Medicine. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This volume is one of two which will replace the current ones by Hirsch and Curtin, Medicine.

Medicine; English/Spanish; Bilingual

Escandón, Ralph. Bilingual Vocabulary for the Medical Profession/

Vocabulario bilingüe para la profesión médica. Cincinnati, Ohio: South-Western Publishing Company, 1982.

The publisher's note briefly states that this text is intended to train students to become "capable in both Spanish and English" and to acquire "technical language skills that can be used in the medical fields." Twenty chapters cover greetings, home and family, the anatomy class, the doctor's office, the ambulance, emergencies, first aid, the laboratory, the admissions office, the dentist's office, communicable diseases, caring for the bed-ridden patient, maternity care, diet, nutrition, surgery, the neuro-psychiatric unit, major illnesses, and public health.

Medicine; English; High Intermediate

Hirsch, Charles J., M.D. and James A. Curtin, M.D. Medicine. Books 1, 2 and 3. Special English Series, prepared by English Language Service, Inc. New York: Collier-Macmillan International, Inc., 1966 (Revised editions scheduled for late 1982).

The contents for Book 1 are lacerations, fractures, measles, appendicitis, coma, and thyroid disease. Book 2 contains pancreatitis, prostatic hypertrophy, pneumonia, myocardial infarction, and carcinoma of the breast. The third book contains hypertension, cirrhosis of the liver, duodenal ulcer, rheumatic fever, obstetrics, and gynecology. These texts offer students good, general technical terminology used in the medical field. While the edition I used was very much in the spirit of traditional pattern-practice drills, the texts do offer good illustrations that can aid students in learning the necessary terminology to succeed in a medical environment.

Medicine; English/Spanish; Bilingual

Hirschhorn, Howard H. Spanish-English/English-Spanish Medical Guide. New York: Regents Publishing Company, Inc., 1968.

This is a handy guide in that it is compact "for quick and ready reference. It will be found useful in the clinic, hospital ward or emergency room, doctor's office, or even at the scene of an accident."

Medicine; English; Low Advanced

Howard, Joanna. Preventive Medicine. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1981.

Designed primarily as a reader for students who have a fair understanding of English, this booklet introduces those students to more specialized vocabulary common to the medical profession and more specifically to the field of diseases and their prevention. Though only 32 pages long, this booklet does a good job of introducing the kind of vocabulary a medical student would use in dealing with preventive medicine. There are numerous illustrations and graphic pictures, depicting different kinds of diseases, what causes them, and so forth.

Medicine; English/Cambodian; Bilingual

Jacobson, Becky and Marlene Howell. "Hospital Admissions Procedures and Nursing Assessment," no other information given.

This booklet contains information pertaining to hospital admission procedures and for a nursing assessment. It is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 64106

Medicine; English/Spanish; Bilingual

Kay, Margarita Artschwager with John D. Meredith, Wendy Redlinger, and Alicia Quiroz Raymond. Southwestern Medical Dictionary/ Spanish-English/English-Spanish. Tucson, Arizona: University of Arizona Press, 1977.

This dictionary uses vocabulary common to the area north of Mexico. The author recognizes the limitations due to regional differences; however, as a general guide to some of the terminology used by patients in the Southwest, the dictionary does serve its intended purpose. I have used this dictionary with great success in my Medical Terminology classes.

Medicine; English; Low Advanced

Kirwan, David and Tony O'Brien. Medicine. Nucleus: English for Science and Technology Series. London: Longman Group Limited, unable to verify date of publication.

According to the catalogue, there is a Student's Book, Teacher's Notes and a cassette.

Medicine; English; Advanced

Maclean, Joan. English in Basic Medical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1975.

The key to this and other volumes in the series is the idea that students are prepared for college study in the chosen field by using this text. Gone are the mindless mechanical and repetitive pattern drills. An attempt has been made to make the material communicative, though the emphasis is not on oral skills development but rather on reading skills, vocabulary development, and writing.

Medicine; English; Intermediate

Minnesota Curriculum Services Center. Human Anatomy Modules. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For information regarding these modules, write to:

Minnesota Curriculum Services Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110
(612) 770-3943

Medicine; English; Advanced

Methold, Kenneth and Chuntana Methold, M.D. Practice in Medical Eng-

lish. London: Longman Group Limited, 1975.

In this book, the authors have compiled medical extracts intended for students who are learning English as an aid to their medical studies. Examples are provided of the prose style students will encounter in their medical textbooks, journals, lectures, and case histories. There are glossaries and a variety of exercises. While the materials provide authentic examples of English used in the medical field, the exercises need to be supplemented for a fuller understanding of the structures used. The textbook is excellent for the more advance language learners who are about to enter the medical profession. It should be pointed out that the book does little to help in oral communication. Rather, it is intended to develop reading skills and vocabulary development, as well as note-taking skills.

Medicine; English/Laotian; Bilingual

Missoula City-County Health Department. Basic Health Care. Translated by Ge Moua and Xia Moua. Missoula, Montana: Missoula City-County Health Department, no date given.

Prepared by the nurses in the Missoula City-County Health Department, this booklet discusses the following topics: basic anatomy; nutrition; birth control; immunization; communicable diseases; dental hygiene; pre and postnatal care; first aid and over-the-counter drugs; and self-care and utilization of the health care system. This publication is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Medicine; English/Spanish; Bilingual

Molina, Eva C. Vital Communication in Spanish for the Medical Professions. New York: Regents Publishing Company, Inc., 1981.

"The purpose of this book is to enable all medical personnel to communicate with their Spanish speaking co-workers, patients, and cli-

ents. It teaches only the essentials of sentence structure in order to concentrate on high frequency practical phrases. These sentences are introduced in dialogues related to body systems, symptoms, common illnesses, and hospital procedures. All phrases and dialogues are in Spanish and English. Vital Communication may be used as a classroom text, a self-study guide, or a handy reference book. It is designed to fit into a lab coat pocket."

Medicine; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Cómo trabajar o comunicar en (How to work or communicate in):

1. un hospital o casa de convalecientes o una casa privada (a hospital, convalescent home, or a private home);
2. un restaurante o bar (a restaurant or bar);
3. un hotel, motel o posada (a hotel, motel, or inn).

Medicine; English; Intermediate

Parkinson, Joy. English for Doctors and Nurses. London: Evans Brothers Limited, 1979.

"A combination grammar review and introduction to language used by doctors and nurses to each other and to patients. Units deal with a particular grammatical point, a give examples of that point via a dialogue in a hospital setting."

Medicine; English; Intermediate

Purvis, Keith. Read and Note: English Study Skills for Science and Medicine. Student Book and Teacher's Book. London: Heinemann Educational Books, 1978.

This book is intended for science students, especially those in medicine, pharmacology, and biology, whose first language is not English. The course teaches strategies to improve reading comprehension and reading speed and, at the same time, a range of effective note-taking techniques is introduced.

Medicine; English/Spanish; Bilingual

Savariego, Berta. Talk to the Patient in Spanish: Guide for All Medical Personnel/Háblele al paciente en español: Guía para todo personal médico. Cincinnati, Ohio: South-Western Publishing Company, 1982.

The publisher's note briefly states that this book is intended to help students become "capable (of communicating) in both Spanish and English" and to acquire "technical language skills than can be used in...medical fields."

Medicine; English; High Intermediate

Swales, John and Paul Fanning. English in the Medical Laboratory. Middlesex: Thomas Nelson & Sons, Ltd., 1975 (U.S. distribution—Boston: Heinle and Heinle Publishers, Inc.).

"A textbook for medical students and trainee medical technicians, designed for use in preliminary medical classes. The course is aimed at students at an intermediate level who have studied English at school for a number of years. A knowledge of basic grammatical terminology is assumed. English in the Medical Laboratory is designed to help the student understand the laboratory manuals and write reports. It covers technical and semi-technical vocabulary, together with those grammatical constructions used in describing apparatus and experiments. Each of the eight units is divided into two sections. The main section introduces points of grammar and illustrates them with plenty of examples based on work with apparatus and laboratory techniques. The second section suggests practice activities for work out of class."

Medicine; English; Not Verified

Swales, John and Paul Fanning. Writing Laboratory Reports. Boston: Heinle and Heinle Publishers, Inc., unable to verify date of publication.

No other information available at this time.

Medicine; English; Not Verified

Vocational Technical Institute (916 Area). Human Anatomy. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For annotation refer to Vocational Technical Institute, Auto Mechanics, in the Automotive Mechanics section.

Medicine: English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education

- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Merchant Marines; English; High Intermediate

Norton, Aloysius A. and Edward W. Knutsen. The Language of the Merchant Marine in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1978.

This book introduces students to the kind of language used in the merchant marine field, specifically that of types of vessels, shipping companies, shipboard organization, navigation and communications, port operations, and training and careers in the merchant marine. The text is not designed to teach communicative language skills, but to increase students' awareness regarding the kind of vocabulary they would use in this vocation.

Metalworking; English; Intermediate

Institute of Modern Languages. Metal Machining. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Mining and Metallurgy; English; High Intermediate

Hall, Eugene J. The Language of Mining and Metallurgy in English.
English for Careers Series. New York: Regents Publishing
Company, Inc., 1978.

Part of a series that deals with careers, this book introduces students to the language they would encounter were they to go into the career of mining and metallurgy. The text covers such things as minerals, metals, mining, exploring and prospecting, surface mining and quarrying, underground mining, process metallurgy, physical metallurgy and metal working, industrial ceramics, and plastics. The text ends with a chapter on the future of mining and metallurgy. All the books in this series are set up in the same way: vocabulary is introduced, followed by definitions, then a reading, and finally, brief exercises to reinforce the vocabulary.

Nursing Science; English; Intermediate

Austin, David and Tim Croesfield. English for Nurses. London: Longman Group Limited, 1976.

This book was first published by Hermanns in 1974 as English in Hospital 1 and 2.

Using abundant charts, graphs, illustrations, and terminology taken from the medical field, this book prepares students who wish to acquire a working knowledge of medical English. Unfortunately, few of the exercises concern oral proficiency in English. The skills which the book tends to emphasize are reading, writing, and vocabulary building.

Nursing Science; Tagalog; Bilingual

Berzabal, Ofelia G. Nursing Aide: Tagalog Translation Manual for Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This is the Tagalog translation of the excellent text, Reading Right, published by Honolulu Community College.

Nursing Science; Ilocano; Bilingual

Berzabal, Ofelia G. Nursing Aide: Ilocano Translation Manual for Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This text is the Ilocano version of Reading Right, one of a series of excellent texts devoted to training nursing aides using bilingual texts.

Nursing Science; English; Intermediate

Clark, Marybeth and Katherine E. Hubbard. Nursing Aide: Hearsay--

A Text for Listening. English for Special Purposes Series.
Honolulu: Honolulu Community College, 1977.

See the annotation for the teacher's manual to this book. This is an excellent text for developing students' listening skills.

Nursing Science; English; Intermediate

Clark, Marybeth and Katherine E. Hubbard. Nursing Aide: Teacher's Manual for Hearsay. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

Written at a time when few were paying attention to developing listening skills, the authors broke new ground in developing this portion of the series for nursing aide training. To accompany the student version of the text, there are videocassettes available to the students in the Instructional Resource Center. These video tapes are lectures given by June House, a licensed practical nurse. The topics deal with typical nursing aide matters that students would study in nursing aide training. The materials focus on two basic aspects: understanding oral commands and "learning to listen to classroom lectures--learning to understand, to hear the essential elements and disregard the non-essential elements, to listen for the important points and to take notes and write outlines." The teacher's manual contains all the material found in the student's manual as well as "lecture summaries, short stories, and dictation materials." It also provides some tips on how to use the Hearsay materials. Generally, these are of five types: "1) lectures and stories which the class listens to; 2) verbal directions of the type the students will hear at work and in the classroom; 3) 'Practice Listening' exercises which introduce new patterns for students to hear and understand; 4) listening assignments for the student to do outside the class (calling a number, listening to a taped message and reporting back to the class what was on the taped message); and 5) quizzes and games designed to reinforce student learning and to act as check ups for the students so they can tell how well they are listening." The authors describe procedures which will aid students to develop their listening skills. What is important here is the authors' abilities to incorporate materials which students will encounter either in a job situation or in a classroom. Since most vocational areas require some amount of listening it is indeed heartening to see this excellent attempt at developing that skill in students.

Nursing Science; English; Intermediate

Clark, Marybeth and Katherine E. Hubbard. Nursing Aide: Teacher's Manual for Speakeasy and Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

The introduction to this manual gives an excellent overview of the general principles which motivated this series. Additionally, it discusses the objectives and recommends ways of using the texts. Developed under a federal grant from the Department of Labor for the City and County of Honolulu at Honolulu Community College, 1976-1977, these texts demonstrate how ESL texts can be developed for specific vocational skills areas, such as nursing aide training. The authors claim, and I agree wholeheartedly, that the materials themselves can the techniques used in teaching the materials can be adapted for use in other vocational areas. The materials are contextualized, and it is apparent that the authors have spent much time and effort in developing these superb materials. Three assumptions are made, assumptions that would apply to any community college setting. First, the students are non-native. Secondly, they are literate (they can read and write in their own language); and thirdly, they must have had some previous preparation in English. This series is not intended for the beginning student. The series is divided into skills building: reading, writing, and listening. There is a separate manual for developing listening comprehension skills. The texts can be used together in any combination or separately. If used together, the materials of one will reinforce the materials learned in the other. The authors have "invented" a place, very much like Hawaii, where all the "action" takes place. In this way, students are able to identify with the setting yet be removed enough to use these texts as learning tools. I look forward to future developments from this group of highly dedicated teachers at Honolulu Community College.

Nursing Science; English; Intermediate

Clark, Marybeth. Nursing Aide: Reference Manual. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This reference manual is to be used in conjunction with Speakeasy, in which there are references to sections of this manual.

Nursing Science; English; Intermediate

Clark, Marybeth. Nursing Aide: Speakeasy—A Text for Speaking.
Volumes 1, 2, and 3. English for Special Purposes Series.
Honolulu: Honolulu Community College, 1977.

These three volumes emphasize speaking in a contextualized setting. The dialogues are replete with "stage directions" and are natural. Though intended for nursing aide students, the dialogues never seem forced. An important aspect to not only this set of manuals but to the entire series is the preview which precedes each chapter. There the students are told what the objectives for that particular unit and what they are to expect—for example, Unit VIII begins "In this unit you will practice making business phone calls in different ways. First, you will call your supervisor from home to report that you are sick. Then you will practice answering the telephone on the hospital ward. You will also practice taking calls in an outpatient clinic—taking messages, answering questions, and making appointments for patients and doctors. In your review lesson, you will do problem situation dialogs on the telephone."

Nursing Science; English; Advanced

Dallas, Donald. Nursing. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"Advanced ESL level texts using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. Tape available."

Nursing Science; English; Intermediate

Hubbard, Katherine E. Nursing Aide: Reading Right—A Text for Reading. Volumes 1-5. (Volume 5 is the answer key). English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This reading manuals do an excellent job of developing reading skills of non-native speakers. The setting for these texts is contextualized—all the "action" occurs on the Island of Mahinahī. There are compre-

hension exercises, cloze exercises, vocabulary recognition and development exercises, all related to the field of nursing.

Nursing Science; English/Cambodian; Bilingual

Jacobson, Becky and Marlene Howell. "Hospital Admissions Procedures and Nursing Assessment," no other information given.

This booklet contains information pertaining to hospital admission procedures and for a nursing assessment. It is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Nursing Science; English; Low Advanced

Kerr, Rosalie and Jennifer Smith. Nursing Science. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1978.

Intended to be used as a supplement to the core text, General Science, this book is for those students who wish to specialize in nursing. As with the other books in this series, the visuals and graphics are extremely important--almost the pivotal aspect of the learning process--because they convey, better than wordy readings ever could, the message in each unit. Given the language level of those who use this text (low advanced) and, assuming previous preparation in their native languages in nursing, this volume serves as an excellent language text while reviewing specific vocabulary necessary for nursing. Highly recommended.

Nursing Science; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Cómo trabajar o comunicar en (How to work or communicate in):

1. un hospital o casa de convalecientes o una casa privada (a hospital, convalescent home, or a private home);
2. un restaurante o bar (a restaurant or bar);
3. un hotel, motel o posada (a hotel, motel, or inn).

Nursing Science; Korean; Bilingual

Park, Yong-Ok. Nursing Aide: Korean Translation Manual—Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This manual is the Korean version of Reading Right, one of a series of excellent manuals that teach nursing aides using a bilingual teaching setting.

Nursing Science; Vietnamese; Bilingual

Van-Tanli, Phan. Nursing Aide: Vietnamese Translation Manual for Speakeasy. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

This manual is one of a series of translations for the superb series at Honolulu Community College.

Nursing Science; English; Not Verified

Vocational Technical Institute (916 Area). Human Anatomy. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For annotation refer to Vocational Technical Institute, Auto Mechanics, in the Automotive Mechanics section.

Petroleum Industry; English; Low Advanced

Coleman, Hywel. Petroleum: Upstream. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1980.

Designed primarily as a reader, this booklet does an excellent job of introducing students to the vocabulary common to the oil industry: petroleum and its importance, the formation of oil, exploration for oil, drilling, and production. Plenty of illustrations and pictures help the learning process by providing excellent visual stimulation.

Petroleum Industry; English; High Intermediate

Hall, Eugene J. The Language of the Petroleum Industry in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

As with the other texts in this series, this one attempts to introduce students to the careers in the petroleum industry. The readings cover the following topics: exploring for petroleum, drilling for oil, recovering oil, transporting oil, refining oil, and a final unit on careers in the petroleum industry. The readings provide students with vocabulary used in this industry.

Petroleum Industry; English; Intermediate

Institute of Modern Languages. Oil: Petrology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

One of a series, this text, workbook, and reader "will focus on the various facets of the petrochemical industry (in this case, petrology) using basic English and fundamental technical vocabulary" in the content area.

Petroleum Industry; English; Intermediate

Institute of Modern Languages. Oil: Minerology. Building American

English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

One of a series, this text, workbook, and reader "will focus on the various facets of the petrochemical industry (in this case, minerology) using basic English and fundamental technical vocabulary" in the content area.

Petroleum Industry; English; Intermediate

Institute of Modern Languages. Oil: Historical Geology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

One of a series, this text, workbook, and reader "will focus on the various facets of the petrochemical industry (in this case, historical geology) using basic English and fundamental technical vocabulary" in the content area.

Petroleum Industry; English; Advanced

Kay, Martin and Robin Goodfellow. Marketing Petroleum Products. Special English Series. London: Cassell and Collier-Macmillan International Inc., 1977.

"Advanced ESL text using dialogues, grammar exercises, and reading passages with comprehension passages for the vocation. Tape available." Marketing Petroleum Products includes "the structure of an oil company, the central heating system, sales promotion and advertising, and others."

Petroleum Industry; English; High Beginning

Narro García, Gilbert. Oil. Building American English Series. Level I. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1978.

The first in the Building American English series, this text is aimed

at students who need to learn the specialized vocabulary and structures used in the petroleum industry. This is one of very few texts that actually use the vocational setting as the context for language skills development—students are thrust into the world of oil from the very beginning. Each lesson gets progressively more difficult, so that by the end of the tenth lesson, students have reached an intermediate level of proficiency, at which responses are not completely structured and the reading has become more complex.

Petroleum Industry; English; Low Intermediate

Sandler, P.L. English for the Oil Industry: The Petroleum Program.
BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers,
unable to verify date of publication.

The following information about the industry is presented: the basic principles of drilling, safety at work, the geology and use of oil, reservoir engineering, transport, refining procedures, and environmental problems. Three cassettes and a textbook are available with this program.

Physics; English; Advanced

Allen, J.P.B. and G.W. Widdowson. English in Physical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1974.

This text is designed to help non-native speaking students who plan to take courses in the physical sciences, such as chemistry or physics, gain a better understanding of the structures used in those fields. Toward that end, the chapters concentrate on the following subjects: The properties of air, acids, matter and volume, force and pressure, magnets, electrolysis, and the electric bell. The exercises are not of a mechanical nature nor are there repetipat-tern practices. On the contrary, the readings are quite relevant and the type of exercises enhance the learning process with respect to two basic skills: reading and writing. The many illustrative type exercises are presented in an extremely well-organized fashion. I have found these types of exercises most useful and beneficial to the learning process--especially for the high intermediate to advanced students. I suspect that if the material were somewhat less "dense"--in the sense of difficulty--these materials would be useful to high beginning students as well. However, the language would have to be manipulated so that meaning would always be clear. There is a recording of the reading texts available on a cassette.

Physics; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

This is a series of vocabulary words, in dictionary form, published as individual booklets:

1. Mathematics
2. Physics
3. Geography
4. Natural Science
5. Government and History

Physics; English; High Intermediate

Blackie, David J. English for Basic Physics. Middlesex: Thomas

Nelson & Sons, Ltd., 1980 (U.S. distribution—Boston: Heinle and Heinle Publishers, Inc.). A teacher's manual is available.

"English for Basic Physics is a course for students at secondary school or university who are studying or about to study science in English. These students will normally have done a general course in English and now require work which will bring together their knowledge of English and basic physics and develop the language skills which they require for English-medium physics classes." The teacher's manual "contains dictation passages, guidance on approach and suggestions for the best use of the material."

Physics; English; Low Advanced

Bowyer, Timothy and David Hall. Physics. Nucleus: English for Science and Technology Series. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

Physics; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

"A new kind of dictionary for those studying science through English. Organized like a thesaurus, the dictionary describes the meaning and usage of 10,000 of the most common terms used in General Science, Physics, Chemistry, and Biology, including Human Biology and Health Science. The Longman Dictionary of Scientific Usage is suitable for students in the last two years of high school or the first two years of college. It is also useful for anyone who needs access to scientific material written in English, and to those teaching English to students in the sciences. Each entry gives maximum information about the meaning and grammatical behavior of a term, reinforced with examples of the term in use and the contexts in which it frequently appears. Special attention is given to the precise meaning of many scientific terms contrasted with their usage in general speech."

Physics; English; Advanced

Mackin, Ronald and W.F. Hawkins. Physics, Mathematics, Biology, and Applied Science. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.
- *detailed notes on grammar and vocabulary
- *exercises on comprehension and the use of English
- *guided comprehension practice."

Physics; English/Vietnamese; Bilingual

Seal, Betty H. (Project Director), Bettie Lou Sechrist and Trinh Khoa Nghi (Editing Staff), and Luu Kim Dung (Vietnamese Text). English-Vietnamese Physics Words with Definitions. Long Beach, California: Long Beach Unified School District, no date given.

This glossary of physics terminology was developed for high school students at Long Beach.

Physics; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts

with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Plastics Technology; English/Spanish; Bilingual

Dominick, Mary J. Bilingual Access Program: Developmental Materials
for Non-Native Students: Plastics Technology Program. Elgin,
Illinois: Elgin Community College, 1980.

This VESL course was designed for LEPs enrolled in the Plastics 101 course at Elgin Community College. The emphasis is on general and subtechnical vocabulary, as well as listening and speaking skills.

Printing; English; Intermediate

Institute of Modern Languages. Printing. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Restaurants; English/Spanish; Bilingual

Aiken, Brenton R. The Waiter/Waitress Manual. San Francisco: McGraw-Hill, Inc., 1976.

"This textbook was developed to prepare students for work in the food service industry. It contains materials for developing skills and knowledge basic for the jobs of waiter/waitress, headwaiter/hostess, cashier, food preparation worker, and sanitation worker. Some of the sections included: On the Job; Your Tables and Equipment; Serving and Clearing; Handling Math; Kinds of Service; and Applying for a Job. Each chapter illustrates the material with photographs and sample restaurant forms."

Restaurants; English; High Intermediate

Binham, Philip, Riitta Lampola, and James Murray. Restaurant English: Communicating with the International Traveller. London: Pergamon Press, 1982.

This booklet is designed for restaurant personnel in work or training who deal with English guests. One of the purposes of the book is to teach personnel how to reply to customers' questions and statements appropriately. The dialogues used are authentic, according to the authors. The settings are all contextualized. What one misses, though, are more contextualized exercises for actual practice. Comes with two cassettes.

Restaurants; English; High Intermediate

Bradshaw, Michael. Restaurant Employees. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

This volume belongs to a revised series originally called Special English series.

Restaurants; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs, Florida: Language Research Press, 1966.

This is a bilingual series which includes the following titles:

Inglés comercial/Retail Selling

Inglés para bancos e instituciones de ahorros y préstamos/Banks and Savings and Loan Institutions

Inglés para restaurantes/Restaurants

Inglés para hoteles y moteles/Hotels and Motels

Inglés para médicos, dentistas, oculistas, optometristas y enfermeras/Doctors, Oculists, Optometrists and Nurses

Restaurants; English; High Intermediate

Coles, M.C. and B.D. Lord. The Savoy English Course for Catering Students. Berkshire: Edward Arnold Publishing, no date given.

"The material progresses from the basic knowledge necessary for all staff, including those working in restaurants and kitchens, to a more advanced level suitable for reception and managerial grades."

Restaurants; English; High Intermediate

Hall, Eugene J. The Language of Restaurants and Catering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

In this book, the author explains the personnel structure in the food-service industry, what is entailed in planning a meal and serving in the dining room, and what is involved in equipping the kitchen, including a description of the staff. He also has sections on purchasing and storage, cost control and accounting, beverage service and its staff, catering, and finally, future projections for the food-service industry. It gives students the opportunity to discover the world of the restaurant business and to see how it functions. Very little is dedicated to developing language skills as such.

Restaurants; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Cómo trabajar o comunicar en (How to work or communicate in):

1. un hospital o casa de convalecientes o una casa privada (a hospital, convalescent home, or a private home);
2. un restaurante o bar (a restaurant or bar);
3. un hotel, motel o posada (a hotel, motel, or inn).

Restaurants; English; High Beginning

Thomas, Lee. "ESP for Busboys." Reno, Nevada: University of Nevada, 1982.

Though not a commercial product, this VESL course of 20 instructional hours for busboys covers step by step language improvement in that field. The materials made available to this bibliographer include a "Dining Attendant Responsibility List" and a dialogue and structure presentation for the first lesson. The exercises are of a practical nature: "set up a table with Rafael...Teach Rafael to bus a table."

Restaurants; English; High Intermediate

Wright, Kenneth. Vocational English as a Second Language for Food Production: Culinary Arts and Restaurant Management. Developmental Materials for Non Native Students. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

"This workbook was designed as a guide for the Occupational ESL class to help the student succeed in the Food Production Course. Vocabulary and grammar lessons are based on the usage in the text, The Professional Chef, by Le Roi A. Folsom, in the order taught in Food Production I at Elgin Community College. However, most lessons could be adapted for

use with another text. The instructor should view this book as a basis for instruction, not as a rigid curriculum. As the class progresses and the students' individual needs become clear, the instructor should supplement the material." Topics covered include: hygiene and sanitation, stocks, sauces and thickening agents, soups, salads, deep fat frying, dairy products, and fish, meat, and poultry.

Sales and Merchandising; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish-English Series." Miami Springs, Florida: Language Research Press, 1966.

This is a bilingual series which includes the following titles:

Inglés comercial/Retail Selling

Inglés para bancos e instituciones de ahorros y préstamos/Banks and Savings and Loan Institutions

Inglés para restaurantes/Restaurants

Inglés para hoteles y moteles/Hotels and Motels

Inglés para médicos, dentistas, oculistas, optometristas y enfermeras/Doctors, Dentists, Oculists, Optometrist and Nurses

Sales and Merchandising; English; Advanced

Chevallier, Sheila and Carter B. Cordner. Advertising. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"Advanced ESL level text using dialogues, grammar exercises, and reading passages with comprehension exercises for each vocation." Tape available as well as a key to the exercises and a glossary of technical terms.

Sales and Merchandising; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English for Shop Assistants. English for Special Purposes Series. London: Evans Brothers Limited, 1979.

"The course presents...a (lexical) corpus which ensures that the assistant and customer will understand each other. This booklet has been conceived for all shop assistants, regardless of the department or type of shop they work in. It can be used both by students who have only an elementary knowledge of English, and by those with a more advanced language background."

Sales and Merchandising; English; Intermediate

Institute of Modern Languages. Sales Work. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Sales and Merchandising; English; High Intermediate

Jenkins-Murphy, Andrew. The Language of Marketing in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1981.

The following topics are discussed in this volume: the scope of marketing; product planning; product policy—what sells; channels of distribution; pricing; communication—promotion and selling; from maker to user; research; and the future of marketing. The text does an excellent job of briefly introducing students to the various aspects involved in a career in marketing. Little is provided, however, by way of communicative skills development. This the resourceful ESL instructor will have to compensate for by developing his/her own materials which will relate to the reading in each unit.

Sales and Merchandising; English; Not Verified

Kruse, Benedict and Bettijune Kruse. English for Business: Marketing. New York: McGraw-Hill International Book Company, unable to verify date of publication.

"This is a practical reader for people in business or students interested in learning more English which emphasizes business terminology in the field of marketing. Easy to use and highly adaptable to both class or individualized instruction, this job-oriented text introduces pertinent terminology and structure through simple sentences most commonly used with particular job categories (i.e. telephone sales, purchasing, credit, advertising, management, etc.). Varied practice drills followed by written exercises reinforce and expand the new language concepts. Further reinforcement is gained through carefully con-

trolled and high-interest reading selections about particular business situations in which previously introduced characters interact, giving the student a realistic idea of what a certain job is like. Comprehension questions follow and may be used in written and/or oral form. Two cassette tapes are available which give students additional practice in listening and speaking English as it is used in practical day-to-day job situations."

Sales and Merchandising; English; High Intermediate

Mack, Angela. The Language of Business. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

The course covers a wide range of terms, expressions, and activities in business, especially marketing. The book includes a glossary of some 1,000 business terms. Four cassettes are also available.

Sales and Merchandising; English; High Intermediate

Margolis, Sylvia. The Department Store. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

This book includes such topics as the interview, the department store, accounts and payment, and security. A key to the exercises as well as a glossary of technical terms are included.

Sales and Merchandising; English/Spanish; Bilingual

Plácido, Carmen. English for Shipping and Receiving. San José: Center for Employment Training, 1981.

These materials have been developed for use in the CET program concurrently with vocational instruction. The use of both Spanish and English eases the students' transitional training from monolingual to bilingual levels of competency. CET is one of the first organi-

zations in northern California to develop VESL materials for their vocational clients.

Sales and Merchandising; English; Intermediate

Rein, David P. The Language of Advertising and Merchandising in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1982.

Among the topics covered in this volume are The Market, The Consumer, The Produce, Media Planning, Print Media, Broadcast Media, Price, Package, and Brand, Merchandising, and Careers in Advertising. As with other volumes in this series, each chapter opens with a review of vocabulary and questions to reinforce it. A reading follows with discussion questions based on it. Finally, a fill-in-the-blanks section is used as a review of the chapter. Since this has been printed recently, the graphics are up to date.

Sales and Merchandising; English; Advanced

Rochey-Adams, John. Marketing. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

"Advanced ESL level text using dialogues, grammar exercises, and reading passages with comprehension exercises for the vocation. Tape available."

Secretarial Sciences; English; Intermediate

Austin, David and Tim Crosfield. English on the Phone. Stockholm: TBV, 1979.

This book is part of a series. A student text and teacher's notes are available.

Secretarial Sciences; English; Not Verified

Crandall, JoAnn and Allene Grognet. Special English for Secretaries and Receptionists. Prentice-Hall and Center for Applied Linguistics Series in Special English. New Jersey: Prentice-Hall, forthcoming.

This volume is part of a series developed by Crandall and Grognet. It is expected to be available by late 1984.

Secretarial Sciences; English; Not Verified

Davies, Susan and Richard West. Business English I: Clerical. London: Pitman Books Limited, 1982.

No other information currently available.

Secretarial Sciences; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English Telephone Conversations. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979.

This book "was written for the intermediate student who requires specialized practice in making and receiving telephone calls. There are five units, each consisting of four to six recorded conversations, followed by practical exercises which make full use of telephone procedures and vocabulary. A cassette is available, containing recordings of the conversations."

Secretarial Sciences; English; Intermediate

Feuille, Carolyn. Business Telephone. San Francisco: The Alenany Press, 1983.

"Business Telephone has been used at the Valley Vocational School in La Puente for several years. The Notional-Functional approach is unique and helps studentsquire an understanding of American language practice as well as proficiency in telephone use." Cassette, student's book, and teacher's book available.

Secretarial Sciences; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Office Occupations. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

"These materials were developed through a USOE-funded Bilingual Vocational Instructor Training grant which trained bilingual vocational teacher's aides. The materials were developed and produced by trainees enrolled in this program. For Office Occupations, a bilingual glossary—for basic job-related vocabulary development, worksheets and safety rules are available." For ordering information see annotation under Goodwine, Autobody Repair.

Secretarial Sciences; English; Intermediate

Guderian, Claudia. Hold On! A Short Course in Survival English for International Secretaries. Oxford: Pergamon Institute of English, 1982.

"A lively communicative course for office employees whose level of English is very basic but whose work entails making initial contacts with people in English, such as receiving visitors, answering the telephone, taking messages, making appointments and introductions. Students are given the opportunity to use their imagination and to improvise appropriately and confidently. The student's workbook makes extensive use of illustrations and diagrams. The cassette recording corresponds to the work in units 1,2,4,5,6,8, and 9. The teacher's manual contains the tape scripts and provided detailed guidance for exploitation and an inventory of functions,

structures and vocabulary."

Secretarial Sciences; English; High Intermediate

Hoban, Yvonne. English for the Secretary. Instrumental English Series. New York: McGraw-Hill, Inc., 1982.

This text attempts to prepare secretaries and other office personnel to work in an English speaking office. The text deals with every aspect of secretarial procedure: filing, handling incoming and outgoing mail, making telephone contact, planning meetings and business trips, using office machines, writing letters, and learning internal procedures and company operations. Each unit begins with a series of exercises for vocabulary building, followed by either a dialogue or a reading. The final exercises, none of which seem to incorporate innovative teaching techniques or current research in language acquisition, are devoted to substitutions, drills, fill in the blanks, and questions about the reading.

Secretarial Sciences; English; Advanced

Naidoo, Pauline, Maryvonne Bolch, and Margaret Walker. Office Practice I: Clerical Duties. Special English Series. Cassell and Collier-Macmillan International, Inc., 1971.

"The contents include an interview with an employment officer, letter of application, the telephonist, filing, the use of copying equipment, and others." A cassette recording is available.

Secretarial Sciences; English; Advanced

Naidoo, Pauline and Maryvonne Bolch. Office Practice II: Secretarial Duties. Special English Series. London: Cassell and Collier-Macmillan, Inc., 1971.

"The contents include Good Secretaries Are Hard to Find, Take A Letter, Arranging Meetings, and others." A cassette recording is available.

able.

Secretarial Sciences; English; Advanced

Naidoo, Pauline and Maryvonne Bolch. Office Practice III: Personal Assistants. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1971.

"The contents include To Move or Not to Move, Garbage In, Garbage Out, (computers), Which Department Should Be Centralized? and others." A cassette recording is available.

Secretarial Sciences; English/Vietnamese; Bilingual

NIC/TAC. English for Your Job: Clerical. Arlington, Virginia: Center for Applied Linguistics, announced for late 1979.

A bibliographer lists this as part of an English for Vocational Special Purposes series which is to be published by MODULEARN, in San Juan Capistrano. "Supplementary materials designed for low intermediate ESL. Ten lessons, structurally sequenced, build functional competency through role plays, dialogues and other interaction activities. Teacher's guide and bilingual (Vietnamese-English) glossary for each module" are provided.

Secretarial Sciences; English; High Intermediate

Sheff, Donald A. Secretarial English. New York: Regents Publishing Company, Inc., 1964.

Regents has long been in the business of publishing texts useful to non-native speakers. The problem with their approach has been an inability to adjust to current trends in the field of language learning and acquisition. This is apparent in their English for Careers series and it is evident in the book, Secretarial English. Though the book has been adapted from Business English--College Level, nowhere does the author indicate that this book is intended for ESL

students. One would assume that it is intended for students both native and non-native who wish to learn more specialized vocabulary; however, the emphasis seems to be on grammar usage.

Secretarial Sciences; English; Not Verified

Starwell, Sheila and M. Swift. English in the Office. Book 1.
London: Edward Arnold, 1978.

No other information available at this time.

Secretarial Sciences; English; Low Intermediate

Taylor, Marcia (Revised and edited by Lise B. Ragan). Orientation in Business English. Secretarial Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1972.

The purpose of this series is to promote basic conversational English while providing students with an introduction to office terminology and skills. Though a bit stilted, the readings in which office activities are described are grammatically useful for students. The brief readings focus on such topics as typing, dictation, taking telephone messages, filing, travel agencies, duplicating, working overtime, writing business letters, job preparedness, and form letters. The duties of stenographers, printers, sporting goods sales managers, office nurses, personal secretaries, subscription supervisors, switchboard operators, and secretaries are briefly discussed. I believe that this type of textbook works best in a vocational setting where students are working concurrently on developing career skills as well as language skills, such as the Center for Employment Training (San Jose, California).

Secretarial Sciences; English; Not Verified

Woolcott, L.A. and W.R. Unwin. Communication for Business and Secretarial Students. London: Macmillan Educational, 1974.

No other information available at this time.

Secretarial Sciences; English; High Intermediate

Worsdall, Vivien. Special English for Secretaries. Special English Series. New York: Collier-Macmillan International, Inc., 1980.

Using American English conversational situations, this text introduces students to the duties and responsibilities of secretaries in a variety of settings. It is unfortunate that the format follows old ideas on language learning—substitution drills, pattern practice drills, and so on. Perhaps the best feature is the technical terminology and the discussion questions in each unit. "Telephone speaking, organizing trips, greeting visitors, taking dictation, and writing business letters are stressed. Models are presented and discussed; exercises cover structure usage, punctuation, and business abbreviations."

Secretarial Sciences; Spanish/English; Bilingual

Wright, Kenneth. Bilingual Access Program: Developmental Materials for Non Native Students: Business/Secretarial. Elgin, Illinois: Elgin Community College, 1980.

This VESL course has been designed for LEP students enrolled in Business Communications at Elgin Community College. "Students are expected to have a high level of English proficiency, take notes from a fast-paced lecture, participate in class discussions, and submit grammatically correct compositions."

Sewing; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Power Sewing. "Be Vital" Project.
Denver, Colorado: Denver Public Schools, 1980.

"These materials were developed through a USOE-funded Bilingual Vocational Instructor Training grant which trained bilingual vocational teacher's aides. The materials were developed and produced by trainees enrolled in this program. For Power Sewing, bilingual glossaries--for basic job-related vocabulary development, worksheets and safety rules are available." For ordering information, see the annotation under Goodwine, Autobody Repair.

Social Sciences; English; Advanced

Allen, J.P.B. and H.G. Widdowson. English in Social Studies. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

The aim of this book is to prepare university-bound foreign students for the social sciences by introducing them to the language, structures, and conceptual constructs common to that field.

Social Sciences; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

This is a series of vocabulary words, in dictionary form, published as individual booklets:

1. Mathematics
2. Physics
3. Geography
4. Natural Science
5. Government and History

Social Sciences; English; Advanced

Biddulph, G.M.R. Geography. English Studies Series. Oxford: Oxford University Press, 1979.

The book contains 25 extracts from authentic texts, followed by comprehension and language exercises.

Social Sciences; English; Advanced

Clarke, M.J. Anthropology, Psychology, Education, Language, Philosophy. English Studies Series. Oxford: Oxford University Press, 1979.

"The English Studies Series provides intensive language practice for students who are fairly advanced in their own subjects, but whose knowledge of English is comparatively limited. The basic plan of each book is the same and includes:

- *unsimplified reading passages taken from established textbooks, journals, etc.
- *detailed notes on grammar and vocabulary
- *exercises on comprehension and the use of English
- *guided comprehension practice."

Social Sciences; English; Advanced

Clarke, M.J. History, Sociology, Politics, Economics, Law. English Studies Series. Oxford: Oxford University Press, 1979.

For annotation refer to Clarke, Anthropology, Psychology, Education, Language, Philosophy, in Social Sciences section.

Social Sciences; English; High Advanced

Stevenson, Jane L. and Susan Sprachman. Reading in Social Sciences in English. London: Longman Group Limited, 1981.

This text introduces students to the types of structures, vocabulary, and grammar found in university texts in the social sciences: psychology, both general and experimental; social anthropology and sociology; political science; economics; and cross-cultural psychology. Each unit contains a reading, followed by a series of exercises and structure/grammar points related to it. These exercises are intended "to develop study skills, and contain comprehension questions, word study and reading analysis exercises, discussion/writing topics and exercises based on visual material."

Social Sciences; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

"This program consists of seven modules that each contain two 10 to 15-minute lectures followed by listening activities. The lectures exhibit the principal features of authentic spoken discourse, with all the hesitations, repetitions, redundancies, and false starts with which foreign students must cope. Each lecture is accompanied by between six and nine activities, though not always the same ones. All units contain three components: pre-listening activities, listening activities, and follow-up activities. A cassette has been prepared for each module and is available separately." The series comes with a teacher's manual. The modules consist of the following units:

- I. Engineering/Computer Science
- II. Economics/Commerce
- III. Political Science/Law
- IV. Physics/Scientific Method
- V. Psychology/Education
- VI. Biology/Medicine
- VII. Architecture/Urban Planning

Space; English; Not Verified

Regents. Space Technology in English. English for Careers Series.
New York: Regents Publishing Company, Inc., unable to verify
date of publication.

No other information available at this time.

Space; English; Intermediate

Yeadon, Tony. Space Travel. Scientific English Readers Series.
London: Cassell and Collier-Macmillan International, Inc.,
unable to verify date of publication.

An "intermediate-level reader including dialogues, passages and
other activities."

Technology; English; High Beginning

Beardwood, Lynette, Hugh Templeton, and Martin Webber. A First Course in Technical English. London: Heinemann Educational Books, 1978 (Book 1) 1979 (Book 2).

These two useful volumes cover topics in general science and technology, such as tools, materials, containers and instruments, geometrical shapes, motor vehicles, instructions, facts about matter, electricity, properties of engineering materials, shapes and conditions, steam engines, laboratory experiments, industrial chemistry, graphs, motor vehicle maintenance, welding, and electrical instruments. These topics are used to teach students technical concepts such as descriptions of objects, their composition and uses, geometrical terminology, descriptions of shapes and dimensions, descriptions of vehicles and their components, instructional language, the language of elementary physics and chemistry, descriptions of devices and processes, electrical terminology, comparisons and properties, metallurgical terminology, descriptions of manufactured articles and their assembly, descriptions of machines and mechanical processes, laboratory procedure—oral demonstrations and written reports, descriptions of large-scale industrial processes, numerical and mathematical language, descriptions of mechanical parts and their functions, operating and safety instructions, and electrical instruments in operation. As can be seen from the above description, the texts provide an excellent introduction of a general nature to students who may be interested in technical fields. By the end of the second volume, the students are at an intermediate language level. The texts work extremely well where students are required to achieve a certain language proficiency before entering a technical field. The chapters have abundant illustrations and exercises are usually based on visual representations of various objects. I have found these texts to be highly effective and successful in a general ESP course for students at the high beginning/intermediate level. There are teacher's manuals and tapes available with these two texts.

Technology; English; High Advanced

Close, R.A. (Editor). The English We Use for Science. London: Longman Group Limited, 1974.

"A reader of original articles in science and technology, for very advanced students."

Technology; English/Spanish; Bilingual

Collazo, Javier L. EnglishSpanish/Spanish-English Encyclopedic Dictionary of Technical Terms. New York: McGraw-Hill International Book Company, 1979.

"The result of many years of compilation, research, and editing, this is by far the most comprehensive, thorough, innovative, and up-to-date work of its kind. The three volumes contain over four million words, including over 100,000 entries and sub-entries in Part I (Eng-Sp), 43,000 entries in Part II (Sp-Eng), 41,000 cross-references, 14,000 English synonyms, 5,000 Spanish synonyms, 33,000 Spanish definitions or descriptions (incorporating 9,000 Spanish-English connections in context), and, for the first time in Spanish, nearly 10,000 standard definitions of the International Electrotechnical Commission."

Technology; English; Low Intermediate

Comfort, Jeremy, Steve Hick, and Allan Savage. Basic Technical English. Oxford: Oxford University Press, 1982.

This volume is designed for students with an elementary knowledge of English who need additional competence in reading and understanding technical materials. The teacher's book includes linguistic objectives as well as detailed guidelines on how to present each unit. The student's book is well illustrated and the presentations are easy to understand.

Technology; English; Intermediate

Crosby, Alf and Tony Yeadon. Modern Methods of Transport. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

"Intermediate level reader including dialogues, passages, and other activities."

Technology; English/Portuguese; Bilingual

De Pina Araujo, Avelino. De Pina's Technical Dictionary. Volume 1—English-Portuguese. Volume 2—Portuguese-English. New York: McGraw-Hill International Book Company, 1980.

"This is a modern, easy-to-consult, technical dictionary for students, translators, technicians, engineers and the general public, which includes 75,000 translated terms in agriculture, chemistry, civil engineering, mechanics, medicine, electricity, petrochemicals, zoology, textiles, graphic arts and numerous other subject areas."

Technology; English/French; Bilingual

de Vries, Louis and Stanley Hochman. French-English Science and Technology Dictionary. New York: McGraw-Hill International Book Company, 1940 (Revised 1982).

"Widely used by the scientific community since its first appearance in 1940, this convenient, compact, concise dictionary is now of equal value to technologists in many fields. The dictionary contains some 52,500 entries (4,500 which are new to this edition); amongst the subjects covered are--aeronautics, agronomy, astronautics, electronic-data processing, entomology, genetics, geology, geophysics, horticulture, mathematics, nuclear science and technology, oceanography, physics, radar, radio, television, zoology, and other fields."

Technology; English; High Intermediate

Drobnic, Karl, Sharon Abrams, and Marjorie Morray. Sci-Tech: Reading and Writing the English of Science and Technology. Culver City, California: English Language Services Publications, 1981.

This text introduces university-bound ESL students to the standard features found in college-level science textbooks, particularly in five areas: physical sciences, earth sciences, life sciences, mathematics, and applied sciences. The authors have analyzed authentic materials and developed an excellent preparatory workbook "incorpor-

ating major organizational features of textbook writing." Furthermore, the authors have kept in mind the fact that the primary goal of their book is language learning. "That the subject matter is also valid and interesting information drawn from the various fields of science is an important feature of these units." They state their intention as having been "to provide materials that give students practice in various reading and writing skills with a particular focus on the language devices English employs to express various academic concepts." This text contains abundant exercises, which are based not on grammatical structures, but rather on conventions of academic prose.

Technology; English; Low Advanced

Eisenberg, Anne. Reading Technical Books. New Jersey: Prentice-Hall, Inc., 1978.

This volume offers extensive practice in reading technical texts and overcoming their seeming difficulties. In addition, suggestions are given on interpreting technical drawings and applying learned skills to actual situations and other technical readings.

Technology; English; High Intermediate

English Language Services, Inc. Integrated Technology: Computers, Calculators, and Communications. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., forthcoming.

This text has been announced by Macmillan.

Technology; English; Intermediate

Evans Brothers. The Evans Brothers Dictionary of Science and Technology. London: Evans Brothers Limited, unable to verify date of publication.

"2,000 headwords; illustrated; covers important words in mathematics,

physics, chemistry, and engineering. Numerous examples of usage."

Technology; English; Intermediate

Flood, W.E. and Michael West. An Elementary Scientific and Technical Dictionary. London: Longman Group Limited, unable to verify date of publication.

No other information available at this time.

Technology; English/Spanish; Advanced

Hirschhorn, Howard H. Technical and Scientific Reader in English/ Temas técnicos y científicos en inglés. New York: Simon and Schuster (A Regents Publication), 1970.

"This book has been developed for those who wish to increase their understanding of technical and scientific English. It is meant especially for Spanish-speaking students, scientists, and technicians who are preparing to take courses in American schools or under instructors abroad."

Technology; English; Intermediate

Hodin, Tim and Sue. Project Aftermath. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"Project Aftermath...is a course of English for technical purposes in an ingenious and entertaining format. The recordings are a dramatized adventure story about a group of people who are shipwrecked in the Pacific and slowly realize that they are the subjects of a controlled experiment to see how, or if, they can survive in the aftermath of a major disaster which has destroyed or damaged all machines, communications, power supplies, equipment, etc. The course emphasizes both the spoken and written language, progressing from simple technical problems in straightforward, practical English to more difficult tech-

nical problems in more complex language. 4 cassettes and 2 texts."

Technology; English; Advanced

Huckin, Thomas N. and Leslie A. Olsen. English for Science and Technology: A Handbook for Nonnative Speakers. New York: McGraw-Hill, Inc., 1983.

The table of contents made available to me indicate that this book is for the advanced student who is interested in learning how to write technical reports. "This new book is specially designed for nonnative speakers in undergraduate and graduate technical writing or English-as-a-second language courses. It focuses on the general strategies and underlying principles of adapting one's communication (written and verbal) to the needs and expectations of various audiences." This textbook "emphasizes practical principles at work, not just procedural and formal aspects of communication." The opening chapter attempts to "motivate students by showing them the value of communication skills in technical fields." Also available are an instructor's manual and a pronunciation cassette "containing native-speaker models, for all exercises and drill material."

Technology; English; High Intermediate

Kesten, Bob and B.C. Brooks. Scientifically Speaking. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"This higher intermediate level course...was produced with advice from a number of British technological organizations, industrial and technical and scientific journals. After a general introduction to the subject of the English used in science and technology, twelve chapters present the terminology of plastics, steel, aircraft, nuclear power, oil, civil engineering, electronics, shipbuilding, computers, lasers, statistics and telecommunications; at the same time the student is taught the characteristic syntax and structures of scientific and technical English (both the spoken and the written language). Each chapter contains a recorded, dramatized conversation on the topic between one or more experts and a fictional scientific journalist, written passages on the same subject, and des-

criptive notes with diagrams, and a word-study section. This course also includes a two-hour series of recorded drills and oral exercises on important structures, terms and formulae. 6 cassettes and 2 texts."

Technology; English; Low Intermediate

Knowles, Phillip L. and Ruth A. Sasaki. Fluency Squares for Business and Technology. New York: Regents Publishing Company, Inc., 1981.

Based on an interesting concept of visually representing the kinds of information and relationships that are fundamental in technical and business English, Fluency Squares focuses on information processing and the development of oral fluency. For each lesson, there are written exercises, dictations, and tests. Though these materials are effective in working on conceptual problems, they do not deal with social expressions or situations or with specialized vocabulary. Of particular benefit to students are the many charts and graphs in each unit, since knowledge of them is essential in technical communications.

Technology; English; Intermediate

Lander, Eleanor. Science and Technology: A Reader. Rowley, Massachusetts: Newbury House Publishers, Inc., 1983.

The text contains summaries from science research articles published in various science journals. "These authentic readings stimulate risk-taking and help develop reading confidence. There is an emphasis on context reading and word analysis to enable students to encounter unfamiliar terms without fear--and to learn that comprehension is not always dependent on total understanding of every word or term."

Technology; English; Intermediate

Mahood, John, Jonathan Trench, Colin Lacey, and John Binns. The Evans

English Dictionary of Science and Technology. London: Evans Brothers Limited, 1977.

This dictionary is "designed for the foreign student at the intermediate level" of proficiency. "It contains the most important terms which the foreign student would be likely to meet in the first year of a technical or science course in mathematics, physics, chemistry, or engineering...The vocabulary used in defining the words has been chosen with the needs and difficulties of the foreign student kept firmly in mind."

Technology; Spanish/English; Bilingual

Malgorn, Guy. Diccionario técnico español-inglés. Translated, revised, and increased by María Rodríguez Rodríguez with Pedro Armisen. Madrid: Paraninfo, 1977.

No other information available at this time.

Technology; English; High Intermediate

Methold, K., D.D. Waters, and A. Kohler. Understanding Technical English. New York: Longman Inc., 1979.

This series is made up of three books. "These language practice books, composed of reading and exercise material, are intended for students pursuing careers in the crafts or technologies. The length of the passages ranges from about 250 words in Book One to 750 words in Book Three. Technical vocabulary has been selected from basic texts on woodworking, metalwork, technical drawing, mechanics, and the fundamentals of electrical technology. All the material is structurally graded and technical terms can be understood from the context or from accompanying illustrations. The course can, therefore, be used with confidence by general English teachers who have little technical knowledge."

Technology; English; Beginning

Moore, John and Theresa Munevar. Concepts in Use. Reading and Think-

ing in English Series (H.G. Widdowson, Associate Editor). Oxford: Oxford University Press, 1980.

"'Reading and Thinking in English' is a series of four books forming a course in reading comprehension for students of English as a Foreign Language. It prepares the student for the specialist English met in textbooks, reports, and journals. The subject matter is varied, so that the student becomes accustomed to reading and thinking about specialized material without being biased toward any one discipline. The complete series takes the student from a basic level of English to a level at which authentic, unsimplified texts can be understood. The course is graded but has been designed to allow entry at any stage."

Technology; English; Advanced

Moore, John and Teresa Munevar. Discourse in Action. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

For annotation see Moore, Concepts in Use, in this section.

Technology; English; Intermediate

Moore, John and Teresa Munevar. Exploring Functions. Reading and Thinking Series. Oxford: Oxford University Press, 1979.

For annotation see Moore, Concepts in Use, in this section.

Technology; English; High Intermediate

Moore, John and Teresa Munevar. Discovering Discourse. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

For annotation see Moore, Concepts in Use, in this section.

Technology; English; Intermediate

Pitman, G.A. Preparatory Technical English. London: Longman Group Limited, unable to verify date of publication.

Provides students with basic knowledge of the technical language they will need. Student's Book and Teacher's Notes available.

Technology; English; Low Intermediate

Rossner, Richard and James Taylor. Technical English Readers. London: Macmillan Education, 1973.

"Beginning and intermediate ESL. Passages on general scientific and technological topics. Notes on American usage. Two books."

Technology; English; Not Verified

Sager, J.C., et.al. English Special Languages: Principles and Practice in Science and Technology. Weisbaden: Oscar Brandstetter, 1980.

No other information available at this time.

Technology; English; High Intermediate

Slager, William R. (Project Director). English for Today, Book Four: Our Changing Technology. The National Council of Teachers of English. New York: McGraw-Hill Book Company, 1975.

"Our Changing Technology contains a variety of extensive, annotated readings on electronics, transportation, communications, medicine and surgery, urban renewal, and land use. The readings are intended for technical and scientific students, but are of interest to non-specialists as they deal with changing aspects of contemporary life. The book has a consolidation of grammar review. The composition section leads to the writing of a technical report: from outlining and gathering of

notes, to documentation, to preparing a bibliography. The text's format allows for maximum flexibility of use as the level of difficulty builds within each unit. In addition, the final lesson in each unit introduces no new reading, comprehension, or composition activity. This makes it possible for the essential materials in the book to be covered first if necessary. The final lessons per unit may then be used for review and reinforcement."

Technology; English; Intermediate

Swanland, Charles. Basic English for Science and Technology. Chicago: Intercultural Press, Inc., to be published.

"A series of special instructional materials for pretechnical ESL training, BEST teaches pretechnical and broad spectrum technical vocabulary and critical reading skills while developing vocabulary specific to science and technology. Graded from beginning to advanced, the series can be incorporated into basic English language programs where students need preparation for careers in technical fields."

Technology; English/German; Bilingual

Walther, R. Polytechnical Dictionary. Volume 1: English-German and Volume 2: German-English. Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., no date given.

A complete catalogue of titles available in this series can be obtained by writing to Pergamon Press at Maxwell House, Fairview Park, Elmsford, New York, 10523.

Technology; English; Advanced

West, Michael (Editor). A General Service List of English Words with Semantic Frequencies and a Supplementary Word-List for the Writing of Popular Science and Technology. London: Longman Group Limited.

ted, ongoing.

Unable to obtain copy for review.

Tourism; English; Intermediate

British Broadcasting Corporation. The Sadrina Project. BBC Video Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

This is "an intermediate course featuring English for travel and the travel business. Twelve 20-minute episodes on film and video-cassette, plus an audio cassette, viewers handbook, and teacher's manual."

Tourism; English; Intermediate

Case, Doug and Peter Snow. Take a Break: The English You Need For Travel. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

"The English needed by travelers is dealt with in this lower intermediate level course...It is designed to teach both active and passive aspects of the language by demonstrating what travelers may have to say and what they are likely to have to understand (announcements, rules and regulations, etc.). The programs are set in an unspecified English-speaking country. They describe typical tourist activities (sightseeing, dealing with money, etc.) as well as less common activities such as getting a film developed. In each program the activity is demonstrated three times, by three different types of people--a middle-aged woman, a brother and sister, and a married couple, each taking a different kind of holiday. The course is comprised of 17 units, each containing oral practice and comprehension sections. A third section in each unit is devoted to written items (brochures, bills, forms, receipts, regulations, etc.) and illustrated by examples from Britain, Canada, Australia, U.S.A, and India. 3 cassettes and a 272-page text."

Tourism; English; High Intermediate

Hall, Eugene J. The Language of Tourism in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

As with the other books in this series, this one is aimed at students whose proficiency is quite developed in English. Thus, little attention is given to developing language skills, the focus being rather on giving students a glimpse of the world of the particular vocation--in this case tourism. Each unit begins with an extensive reading in which either the duties/responsibilities of agents or tourism and transportation are described. In others, tourist promotion and operators are discussed as are tourist attractions and entertainment. The author touches upon basically all the roles and areas one would find in the field of tourism.

Tourism; English; Intermediate

Institute of Modern Languages. Tourism. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

No other information available at this time.

Tourism; English; Advanced

Kruse, Benedict and Bettijune Kruse. English for the Travel Industry. Instrumental English Series. New York: McGraw-Hill, Inc., 1982.

This volume includes such topics as air travel, customs, hotel administration, package tours, travel agencies, government tourist offices, the hospitality industry, resorts, and the service professions. The readings require extensive knowledge of English, yet the exercises seem to be designed for high beginning or intermediate students. Instructors will find the need to supplement these exercises with additional ones.

Tourism; English; High Intermediate

Worsdall, Vivien. Tourism. Book 2: Managers, Agents, and the

Agency. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1976.

Similar to the first volume, in book 2, "certain chapters are devoted to modern trends in the field, and others to the training, qualifications, responsibilities, activities and services of the agents."

Tourism; English; High Intermediate

Worsdall, Vivien. Special English for Tourism: Charters, Tours, and the Package Deal. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1976.

Cast very much in the traditional mold of pattern substitution drills, this book offers some skills building mainly in the area of vocabulary development, though the author states that "the emphasis throughout is on oral comprehension and generation. This book stresses all modes of travel and types of tours for both individuals and groups in different geographical locations."

Typing; Spanish; Bilingual

Andujar, María and José L. Iglesias. Mecanografía al día. New York: Regents Publishing Company, Inc., 1977.

This text, written in Spanish, will be of assistance to bilingual secretaries who need a reference guide to the type of "formal" address used in Spanish business letters. Most of the book, however, is dedicated to teaching students how to type. In a bilingual VESL program, this useful booklet could be used to teach the rudimentary principles of typing to Spanish speaking students, while they take courses in ESL in preparation for the job market in the U.S.

Typing; English; High Intermediate

Bernstein, Rosella, Charles W. Gay, Robert B. Kaplan, and Ron D. Schoesler. English at Your Fingertips: A Typewriter Assisted Language Learning Program. Encino, California: English Language Services, 1975.

This is an "intermediate or advanced ESL text designed for adults who want to review their English while learning how to type. Valuable in typing classes with refugee students and English-speaking typing teachers."

Typing; English; Intermediate

Hamill, Ann D'Onofrio and Gerald F. Bober. Typing in Plain English. Belmont, California: Pitman Learning, Inc., 1976.

"Help your slow or younger learners simultaneously gain typing proficiency and improve their language skills. This practical new approach utilizes the typewriter as a built-in motivational device. While mastering the physical process of typing, your students can learn to read, spell, punctuate, capitalize, understand, and even pronounce what they type. After developing basic typing skills, they receive extensive practice in applying those skills in letters, compositions, reports, and specialized projects. The Teacher's Manual offers you valuable suggestions for planning lessons, motivating your students, testing, and grading; and features supplementary drills

and word games.

Typing; English/Spanish; Bilingual

Maschwitz, Elizabeth. Typing for Spanish Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

The copy I used of the manual was labeled "draft." Designed for Project Mainstream, these materials have been prepared to help students learn the various parts of a typewriter, develop knowledge of the typewriter keyboard, learn correct finger positioning, master correction symbols, and learn the basic types of communications such as memorandums, announcements, and letters.

Typing; English; Not Verified

Pack, Alice C. and Robert O. Job. Learning to Type in English as a Second Language. Washington, D.C.: University Press of America (Division of R.F. Publishing, Inc.), 1976.

No other information available at this time.

Upholstery; English; Beginning

Thomas, Toni D. Auto Upholstery. San Diego: San Diego Community College District and Adult and Continuing Education Center, 1982.

One of a continuing series in a variety of vocational fields, this manual introduces students to basic concepts, vocabulary, and structures relevant to the field of auto upholstery. Perhaps the main and strongest point is that these manuals are designed to prepare students for entry level positions in the vocation.

Welding; English; Intermediate

Galbraith, Jeff. VESL for Welding. Developmental Materials for Non-Native Students. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

This booklet is to be used in conjunction with the Hobart textbooks, Shielded Metal-Arc Welding and Oxacetylene Welding, Cutting and Brazing used at Elgin Community College, Elgin, Illinois. Thus, the exercises in this booklet are related to many of the readings in those two texts. Galbraith understands the various language functions necessary for successful performance as a welder. For that reason, there are plenty of exercises that stress listening comprehension skills, math skills, vocabulary development, and communication skills.

Welding; English/Lao-tian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Combination Welding. Multi-Cultural, Competency-Based Vocational Curricula Series. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

This manual is part of a series developed for Project Development and Management, School of Technical Careers at Southern Illinois University at Carbondale. This particular series on welding contains the following: a competency-based curriculum in VESL for combination welding, a program introduction and outline in English, Lao-tian, and Spanish, and a lexicon of VESL technical terms in Lao-tian and Spanish versions. In the introduction, Shin stresses the importance of the welding profession, the type of working conditions to be expected (hot, dirty work surroundings with a degree of discomfort for the welder), and the required physical conditions of the welder (good eye and hand coordination and good manual dexterity).

Welding; English; Intermediate

Institute of Modern Languages. Basic Welding in Basic English. Building American English Series. Silver Spring, Maryland: Insti-

tute of Modern Languages, Inc., unable to verify date of publication.

"For adults who need additional help with the technical vocabulary and language skills of welding or for English as a Second Language students who are learning a new trade, Basic Welding in Basic English provides a clear explanation of fundamental concepts of the trade as it presents relevant vocabulary and reading passages in the context of realistic situations. This intermediate level text introduces the tools and concepts of welding through the use of clear illustrations presented in the order that students need to perform their job effectively. Topics include Oxy-Acetylene and Arc Welding, Standard Bend Tests, and preparation for the Certification Test. A must for vocational ESL programs, this classroom-tested welding text allows students to master a trade while learning vital language skills."

Welding; English; Intermediate

Minnesota Curriculum Services Center. Welding Modules. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

For information regarding these modules, write to:

Minnesota Curriculum Services Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110
(612) 770-3943

Welding; English; Not Verified

Rutgers Vocational-Technical Curriculum Laboratory. Glossary of Key Words. New Brunswick, New Jersey: Rutgers University Vocational-Technical Curriculum Laboratory, no date given.

Included are the following: Clothing Services, Heating and Air Conditioning, Radio and TV Repair, and Welding.

Welding; English; Low Intermediate

Thomas, Toni D. Welding English for Non-Native Speakers. San Diego, California: Educational Cultural Complex (San Diego Community College District), 1980.

One of California's "pioneers" in the area of VESL materials development, Toni Thomas has put together an excellent manual with other supplementary realia (slides) covering the following topics: protective clothing, welding tools and equipment, gas welding, welding positions, joints and passes, fractions and mixed numbers, arc welding and the welding machine, welding angles, TIG welding, MIG welding, welding processes review, welding defects, and a final section on the job application. In her introduction, the author states that the program "is designed to introduce basic welding terminology and grammatical structures frequently used in the welding class and on the job site." The chapters all follow one basic pattern: "vocabulary, vocabulary drills, structure drills utilizing the new vocabulary, conversation, substitution drills (dyads), activity sequence, and listening comprehension exercises (with background noise)."

Welding; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Welding. Bilingual Vocational Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

This is a glossary on welding.

Welding; English; Beginning

West, Linda. Welding. San Francisco: The Alemany Press, 1983.

"A ... notional/functional approach to job-skills training that helps students understand American language practices as well as proficiency with a new job skill. Flashcards help with vocabulary learning."

Woodworking; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Tests. Washington: Beaverton School District, 1978.

For annotation see Arlt, Woodworking Safety Instructions.

Woodworking; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Instructions. Washington: Beaverton School District, 1978.

This booklet provides detailed safety instructions for using sanders, saber saws, routers, portable drills, scroll saws, handsaws, drill presses, jointers, uniplanes, planers, radial arm saws, shapers, lathes, and table saws. The translations (1980) were provided by:

Indochinese Language and Resource Center
3030 S.W. Second Avenue
Portland, Oregon 97201

Woodworking; Spanish; Bilingual

Hayward, Charles H. Carpentería y ebanistería prácticas (Practical Carpentry and Woodworking). Barcelona, España: Ediciones CEAC, S.A., 1979.

This basic guide was "designed for use by beginning carpenters. It provides instructions for using many tools including the plane, the saw, the drill, the chisel, and the c-clamp." In addition, it "discusses various construction and repair techniques for small and large projects. The topics include tool maintenance, woodworking equipment, construction, hardware, joints, and finishes."

Woodworking; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Carpentry. Bilingual Vocational

Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

This text on carpentry is intended for use by IEP students in a VESL setting.

Workshop; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Instructions. Washington: Beaverton School District, 1978.

This booklet provides detailed safety instructions for using sanders, saber saws, routers, portable drills, scroll saws, handsaws, drill presses, jointers, uniplanes, planers, radial arm saws, shapers, lathes, and table saws. The translations (1980) were provided by:

Indochinese Language and Resource Center
3030 S.W. Second Avenue
Portland, Oregon 97201

Workshop; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Tests. Washington: Beaverton School District, 1978.

For annotation see Arlt, Woodworking Safety Instructions.

Workshop; English; Intermediate

Laurence Urdang Associates. Evans Workshop Dictionary. London: Evans Brothers Limited, 1977.

This dictionary includes "shopfloor vocabulary for the technical student." It is a "dictionary for the foreign student who is in his first or second year of a technical course and needs to know the names of the equipment and tools he is using. It will also be of benefit to foreign factory workers who work on the shop-floor. All technical terms used in the definition are defined elsewhere. Advanced structures and vocabulary are deliberately avoided in the definition."

Workshop; English; Advanced

Mountford, Alan. English in Workshop Practice. English in Focus

Series. Student Text and Teacher's Edition. Oxford: Oxford University Press, 1975.

The authors state that in writing this book "two basic assumptions have been made. Firstly, it is assumed that the students have a good deal of instruction in grammar and that they have a considerable dormant competence in English...Secondly, it is assumed that the students already have a basic knowledge of their specialist subject..Our belief is that by relating content and expression...,the subject matter takes on a new interest and the linguistic difficulties are reduced." The exercises reflect the communicative approach to language learning by omitting mechanical drills and repetitive pattern practice. The exercises are designed to develop "rational thought and problem-solving." Of particular interest are the exercises where diagrams, charts, and other visual aids have been used. There is much value to this type of language learning and I have personally found this approach to be highly effective. The British are to be praised for using this type of "visualized" exercise. The text, as the title suggests, is intended for students of workshop practice who already know how to handle common English structures but need to learn how these structures are used in technical writings to convey information about workshop materials and processes. The basic skills emphasized, thus, are reading and to a large degree, writing. To that end, the following are the topics discussed in these chapters: calipers, the micrometer, bench work, metals and their properties, the forge, heat treatment, sheet metal work, and finally, soldering, welding, marking out, and drilling.

Workshop; English/Spanish; Bilingual

Saíz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

This illustrated dictionary gives the term in English and the definition in Spanish.

Zoology; English; Advanced

Gethin, R.H. and Ronald Mackin. Zoology and Botany. English
Studies Series. Oxford: Oxford University Press, 1979.

The book contains some 25 extracts from authentic texts, followed
by comprehension and language exercises.

Survival Skills; English; High Intermediate

Adult Performance Level Project. "Coping in Today's Society." Center for Lifelong Education. New York: Harcourt Brace Jovanovich, Inc., 1979.

"Based on extensive research by the APL Project at the University of Texas, the APL Series provides eight sets of materials in the five knowledge areas of Consumer Economics, Occupational Knowledge, Health, Government and Law, and Community Resources. The sets give adult learners everything they need to become functionally literate in the APL competencies. These are the competencies identified in the original APL research as ones an adult must have in order to cope successfully in today's society." This series is not specifically designed for ESL learners, yet with minor adaptations, these pamphlets can be used in an ESL setting.

Survival Skills; English; Low Advanced

Belina, Virginia Sweet. Planning for Your Own Apartment. Belmont, California: Pitman Learning, Inc., 1975.

Designed primarily for adult learners, this booklet gives invaluable information on how to find an apartment. There are plenty of illustrations and pictures to aid in the learning process. In addition, the exercises help reinforce the vocabulary used in each unit. Highly recommended for the more advanced ESL student, the professional foreign visitor perhaps, who has the requisite language skills but requires additional assistance in basic, everyday English.

Survival Skills; Cambodian/Laotian/Vietnamese; Bilingual

Cam-La-Vie Associates. "Refugee Orientation Tapes." Oklahoma City: Cam-La-Vie Associates, unable to verify date of publication.

This is a series of cassette tapes aimed at refugee orientation. An English script accompanies each tape.

Tape #1 Introduction to the Home (Side 1) and Care/Cleaning of the Home (Side 2).

- Tape #2 General Health (Side 1) and Personal Hygiene (Side 2).
- Tape #3 Nutrition.
- Tape #4 Nutrition (continued, Side 1) and Laundry/Clothing (Side 2).
- Tape #5 Pregnancy (Side 1) and Child Care (Side 2).
- Tape #6 Child Care (continued).
- Tape #7 Child Care (continued).
- Tape #8 Rent, Utilities, Phone (Side 1) and Banks, Transportation (Side 2).
- Tape #9 Job (Side 1) and Smoking and Alcohol (Side 2).

These tapes may be ordered from:

Cru-La-Vie Associates
40 S.W. 101 Street
Oklahoma City, Oklahoma 73139

Survival Skills; English; Intermediate

Canario, Jack and Marilynne Mathias. Help! First Steps to First Aid.
Janus Survival Guides Series. Hayward, California: Janus Book
Publishers, 1980.

Designed for adult learners, this excellent booklet gives basic information about what to do in case of an emergency.

Survival Skills; English; Beginning

Chaille, David. More Pictures That Teach Words. Beverly Hills,
California: Easy Aids, Inc., 1980.

This visually oriented vocabulary and conversation program consists of twenty double-value duplicating master lessons. It contains illustrations of hundreds of words for daily living and communicating. It includes picture-dictionary pages which depict nouns, adjectives, opposites, and verbal expressions. Several lessons are based on activity scenes which are ideal for drilling verbs and tenses. Each lesson is accompanied by teaching notes which contain conversational structures, expansion activities, and a seven-language mini-dictionary. The lessons teach vocabulary from job duties and office supplies to driving and cooking. These materials are excellent for ESL, prevo-

cational training, bilingual, reading, special education or any foreign language."

Survival Skills; English; Beginning

Chamot, Anna Uhl. Read Right! : Developing Survival Reading Skills. New York: Minerva Books, Ltd., due in 1981.

"A wide range of realistic, practical reading matter has been selected as the basis for developing reading skills in this workbook style volume—everything from clothing labels to want ads to TV programs. The immediate relevancy of such materials leads students into exercises designed to increase comprehension and speed as well as build vocabulary. Structure and vocabulary are graded from easy to more difficult types of reading."

Survival Skills; English; Intermediate

Clews, Vince and Tana Reiff. That's Life. Fearon Educational Series. Pitman Learning, Inc., 1981.

A "new life skills program of eight worktexts and eight corresponding DramaTape cassettes. These materials present real life stories of four middle-class ethnic American families--Italian, Black, Hispanic, and Vietnamese."

- Book 1: Emergency (Hospital Care/Credit and Insurance)
- Book 2: One More for the Road (Alcoholism/Legal Problems)
- Book 3: Layoff (Losing a Job/Community Resources)
- Book 4: In a Family Way (Prenatal Care/Budgeting)
- Book 5: Deals on Wheels (Buying a Used Car/Parenting)
- Book 6: Caring (Senior Services/Travel)
- Book 7: Tax Time (Income Taxes/Comparison Shopping)
- Book 8: Mr. and Mrs. (Singles Living Together/Consumer Rights)

Survival Skills; English/French/Korean; Bilingual

Curriculum Publications. "Competency-Based Adult Education ESL Mod-

ules: Health." Macomb, Illinois: Curriculum Publications Clearinghouse, Western Illinois University, unable to verify date of publication.

These modules provide survival skills for doctor's appointments, filling prescriptions, visiting a doctor, and going to the emergency room.

Survival Skills; English; Not Verified

Ferguson, Nicolas. Handwriting. English for Special Purposes Series. London: Evans Brothers Limited, unable to verify date of publication.

"Handwriting has been written for speakers of English who wish to improve their handwriting, and for learners of English as a foreign language who have a different writing system in their native language."

Survival Skills; English; Intermediate

Fletcher, William and Patrick Kelley. Finding a Good Used Car. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1977.

Designed for adult learners, this booklet shows students the process of finding a used car. Contents of the units include: choosing a car, shopping for a car, what makes a car go?, age and mileage, before the road test, during the road test, after the road test, and mechanics.

Survival Skills; English; High Beginning

Follett Basic Skills. "Follett Coping Skills Series." Chicago: Follett Publishing Company, 1978.

Sixteen inexpensive workbooks develop basic skills in such content

areas as consumer economics, occupational knowledge, mental and physical health, community resources, and government and law. For each booklet, there is a teacher's guide available. The series includes the following titles:

Banking
Budgeting
Owning an Automobile
Finding Housing
Using Transportation
Using Community Resources
Resources for Lifelong Learning
The Law and You
The Government and You
Becoming a U.S. Citizen
Finding Work
Job Interviews
Keeping a Job
Getting Medical Assistance
Family Planning
Child Care

This series is now distributed by: Cambridge: The Adult Education Company, 888 Seventh Avenue, New York, New York 10106.

Survival Skills; English: High Beginning

Freeman, Daniel B. Speaking of Survival. Oxford: Oxford University Press, 1982.

The text is designed for adult learners who have recently arrived in the U.S. Unlike other texts of this nature, the author assumes that the learner's intellectual capacity is that of an adult. Each unit stresses the four language skills: basic presentation of vocabulary and grammatical structures and functions; expansion and reinforcement of grammar and vocabulary; information readings providing cultural understanding for each survival situation; and oral and written small group activities. An outline of practical information for ready reference ends each unit. The contents include the doctor, the hospital emergency room, the dentist, housing, fire and robbery, jobs, banking, the post office and telephone, shopping for food, clothes, and furniture, transportation, school and day care center, and auto and appliance repairs.

Survival Skills; English; Intermediate

Grebel, Rosemary and Phyllis Pogrud. Becoming a Driver. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1981.

Designed for the adult learner, this booklet teaches students the necessary steps in learning how to drive a car and includes information about having an accident and servicing a car.

Survival Skills; English; Intermediate

Gundlach, Patricia Parrot and Keenan Colton Kelsey. Using the Phone Book. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1980.

Designed for adult learners, this booklet gives students useful suggestions on how to use the phone book. Topics covered include the white pages, alphabetical listings, clues for finding numbers, government numbers, and the yellow pages and how to use them. The final section deals with other information available in the phone book—the index, time, weather, information, survival guide, area code maps, transportation routes, and emergency numbers.

Survival Skills; English; High Intermediate

Hall, Eugene J. People Talking: Dialogues for High Intermediate and Advanced Students. New York: Minerva, 1980.

"Students are presented with 25 universal situations—a job interview, making airplane reservations, keeping in shape, and so on. Important new vocabulary items are taught and then embedded in realistic dialogues. Questions for comprehension and then free discussion are followed by alternate ways to say things. Such immersion into the situation prepares students linguistically for coping linguistically with similar experiences in the real world."

Survival Skills; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Money Series."
Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

This series consists of 10 booklets (and a teacher's manual) dealing with consumer education and money management. Though written for native speakers who are poor readers, the series is suitable for ESL students since the language is that of the beginning student. The series consists of the following titles:

How to Buy Food
How to Buy Clothes
Buying Furniture for Your Home
Finding a Place to Live
Where to Get Medical Help
How to Budget Your Money
How to Borrow Money

There are plenty of illustrations and pictures, all of which enhance the learning process through visual stimulation. The exercises are meaningful, as are the individual units in each booklet.

Survival Skills; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Work Series."
Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

This series consists of eight booklets and a teacher's manual, and is designed to help students find and keep a job and function properly in a working environment. Included in the titles are:

Work Rules
Payroll Deduction and Company Benefits
Where to Get Help
Taxes
Getting to Work
Job Training Centers
How to Find a Job
How I Should Act at Work

Extremely useful are the many illustrations and pictures. Though not designed specifically for ESL students, these booklets are ideally

suited to adult beginners.

Survival Skills; English; Beginning

Indochinese Cultural and Service Center. Preliminary Curriculum Guide: Survival Skills, Literacy Training, Vocational Awareness. Portland, Oregon: Indochinese Cultural and Service Center, unable to verify date of publication.

This guide gives learning objectives to literate and non-literate Indochinese refugees who must acquire a new set of language skills and cultural information. The guide also gives instructional information to teachers.

Survival Skills; English/Cambodian; Bilingual

Jacobson, Becky and Marlene Howell. "Hospital Admissions Procedures and Nursing Assessment," no other information given.

This booklet contains information pertaining to hospital admission procedures and for a nursing assessment. It is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Survival Skills; English; Intermediate

Jew, Wing and Carol Tandy. Using the Want Ads. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1977.

Designed for adult learners, this reference guide helps students use the want ads. Contents of the units include: what are want ads?, finding want ads, letting the alphabet help, looking for a job, looking for an apartment, looking for wheels, writing want

ads, and using your local newspaper.

Survival Skills; English; Intermediate

Larned, Phyllis and Nicholas J. Randall. Reading a Newspaper. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1978.

Written for adult learners, this excellent guide helps students learn how to read a newspaper. Contents include topics such as looking at a news story, digging for facts, figuring out a front page, turning to the comics, enjoying the features, getting a few opinions, and checking the ads.

Survival Skills; English; High Beginning

Margulies, Stuart and Chris Welles Feder. Developing Everyday Reading Skills. Books 1 and 2. New York: Educational Design, Inc., 1982.

These books introduce reading skills necessary for on the job use. The authors studied people at work and the things they have to read on the job. For more information, write to:

Michael E. Miller
3037 Kallin Avenue
Long Beach, CA 90808
(213) 429-1919

Survival Skills; English; Intermediate

Miller, Christopher Ransom and Sherry Royce. Government and Law. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

This booklet is one of a series for adult learners, not specifically ESL. Nonetheless, the materials are easily adaptable for

general ESL orientation to vocabulary and resources available in dealing with government and law. It teaches people how to vote and how our government has been designed.

Survival Skills; English/Laotian; Bilingual

Missoula City-County Health Department. Basic Health Care. Translated by Ge Moua and Xia Moua. Missoula, Montana: Missoula City-County Health Department, no date given.

Prepared by the nurses in the Missoula City-County Health Department, this booklet discusses the following topics: basic anatomy; nutrition; birth control; immunization; communicable diseases; dental hygiene; pre and postnatal care; first aid and over-the-counter drugs; and self-care and utilization of the health care system. This publication is available from:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 94106

Survival Skills; English; Low Beginning

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Literacy and Language Skills. Book 1. Reading, Massachusetts: Addison-Wesley Publishing Company, 1982.

The first in a three-level ESL reading skills development program, this book presents survival vocabulary in adult topics such as "At the Pharmacy" and "At the Unemployment Office." A teacher's guide is available.

Survival Skills; English; Low Intermediate

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Reading and Language Skills. Book 2. Reading, Massachusetts: Addison-

Wesley Publishing Company, 1982.

This book presents vocabulary dealing with daily choices, consumer choices, and lifestyles. Each unit is preceded by reading and ESL objectives.

Survival Skills; English; High Intermediate

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Reading Skills Development. Book 3. Reading, Massachusetts: Addison-Wesley Publishing Company, 1983.

The units present thought provoking issues, such as smoking, alcohol use, minority issues, and legal issues.

Survival Skills; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Cómo trabajar o comunicar en (How to work or communicate in):

1. un hospital o casa de convalecientes o una casa privada (a hospital, convalescent home, or a private home);
2. un restaurante o bar (a restaurant or bar);
3. un hotel, motel o posada (a hotel, motel, or inn).

Survival Skills; English; Beginning

Refugee Education and Employment Program. The REEP Curriculum: A Functional Approach to Competency Based Survival ESL. Arlington, Virginia: Refugee Education and Employment Program, 1981.

Units in this program cover family and personal identification, time and weather, housing, health, food, clothing, emergencies, telephone,

transportation, services, and employment. "The REEP curriculum is a comprehensive system which has been developed for use with adult refugees. It also provides instructional direction to teachers of other adult learners who have need for basic social language proficiency... The learners' immediate language needs have been identified into learning objectives, and a system which integrates the 'purpose of communication' (function) grammar and content is employed...The curriculum is a two track system of instruction which provides for differences in education level and learning abilities." For information write:

Refugee Education and Employment Program
Curriculum Project
1601 Wilson Boulevard
Arlington, VA 22029

Survival Skills; English; High Beginning

Richey, Jim. "Survival Vocabulary." Hayward, California: Janus Book Publishers, 1978.

Richey has written an entire series of survival vocabulary books, aimed at adult learners. The titles in the series include: Banking, Clothing, Credit, Driver's License, Drugstore, Entertainment, Job Application, Medical, Restaurant, Sign, Supermarket. Each booklet contains readings, exercises, and vocabulary drills.

Survival Skills; English; Intermediate

Roderman, Winifred Ho. Reading Schedules. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1978.

Designed for the adult learner, this booklet contains valuable information about schedules, including reading dates; reading time; making time schedules; understanding movie, TV, and radio schedules; sports schedules; ferry, bus, and subway schedules; and train, plane, and boat schedules. There are plenty of illustrations and exercises to reinforce the material.

Survival Skills; English; Intermediate

Roderman, Winifred Ho. Reading and Following Directions. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1978.

Designed for the adult reader, this booklet helps students learn how to read directions. In addition, it shows students how to make and assemble things, how to use appliances, follow recipes, understand warnings, read labels, and give directions.

Survival Skills; English; Intermediate

Roderman, Winifred Ho. Getting Around Cities and Towns. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1979.

Designed for the adult learner, this booklet, through illustrations, graphics, exercises, and readings, helps students learn how to use maps, a directory, and transportation, and has other pertinent information about getting around.

Survival Skills; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Money Management. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

This booklet prepares students to manage their finances. Topics include: setting up a budget, keeping track of one's money, buying food, using money for other things, and what to do when more money is needed.

Survival Skills; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Health. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

A booklet designed for the adult learner, Health, teaches them about being well and feeling good, what to do when someone gets sick, safety, things that can cause damage (coffee, drugs, alcoholism, smoking, and so forth), and how to take control of one's health.

Survival Skills; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Community Services. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

This booklet is one of a series designed for adult learners, not specifically ESL. Nonetheless, the materials are easily adaptable for general ESL orientation to vocabulary and resources available in the community.

Survival Skills; Vietnamese; Bilingual

Ryberg, Hilda R. and Phillip E. Powell. "You and Consumer Education Series." Translated by Dang-Thi-Hao. Little Rock, Arkansas: Practical Education Program, State Department of Education, 1976.

These eight booklets in Vietnamese cover various areas that consumers in the United States should be aware of. The titles are:

You and Red Tape
You and Your Borrowed Money
You and Your Car
You and Contracts
You and Your Budget
You and Insurance
You as a Consumer
You and Your Money

Copies can be obtained by writing to the Refugee Materials Center in Kansas City. 324 East 11th Street, 9th Floor, Kansas City, Missouri 64106.

Survival Skills; English; Beginning

State University of New York. "English for Living" Modules. Albany, New York: State University of New York, 1976.

These modules were designed for teaching language and coping skills to Vietnamese refugees. The modules include Banking and Checking Accounts, Shopping at the Supermarket, The Restaurant, Emergency Procedures, Finding a Place to Live, Public Transportation, The Department Store, Finding a Job, Telephone Conversations, Long Distance Calls and Directory Assistance, Dinner at an American's House and Entertaining, Invitations, Thank You Notes and Greeting Cards, Reading Maps and Asking Directions, Making Appointments, The Post Office, Getting a Driver's License, Buying a Car, Reading Labels, Buying Health Insurance, Paying Bills, Social Services, Colleges and Universities, Doctor's Office, Reading Life Signs, Celebrations, Legal Questions, Cultural Events, and Becoming a U.S. Citizen.

Survival Skills; English; Low Intermediate

Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Eighteen inexpensive workbooks develop reading comprehension skills focusing on jobs and careers, personal interests and aptitudes, and useful life skills. "The 'Personal Competence' books help learners apply basic skills to content that explores the learners' closest concerns—understanding and relating to self and others, managing money, getting first jobs, and living in a civic environment." Among the titles are The Money You Spend, The Town You Live In, The Jobs You Get, The Person You Are, The Friends You Make, The Family You Belong To.

Survival Skills; English; Intermediate

Weaver, Ann A. Planning Meals and Shopping. Young Homemakers at Work Series. Belmont, California: Pitman Learning, Inc., 1970.

Though not designed specifically for the LEP student, this series

can be adapted to an ESL setting at the intermediate level. The author presents plenty of good exercises to reinforce the material learned in the unit.

Survival Skills; English; Intermediate

Weaver, Ann A. Getting Ready to Cook. Young Homemakers at Work Series. Belmont, California: Pitman Language Learning, Inc., 1974.

A basic everything-you-always-wanted-to-know book about cooking--from essential kitchen equipment to nutrition, designed for the adult learner. The many illustrations and vocabulary building exercises make this an excellent resource for adult LEPs.

Survival Skills; English; Low Intermediate

Westbrook, Colston R. VESL Dialogues. Oakland, California: Indo-chinese Ecumenical Community Center, 1981.

These materials were developed specifically for Indochinese students; however, the author plans to use them with Haitian refugees in the near future. This shows the ease with which the materials can be adapted to the language group with which one is dealing. The materials include a series of about 50 dialogues, each of which is dedicated to a specific vocation. The examples I have (dialogues 20, 26, 27 as well as one dealing with a janitor and one with a gardener) are short, one-page situational dialogues using vocabulary specific to the occupation. Dialogue 20 deals with completing a job application, 26, working as a gas station attendant, and 27, getting gasoline and oil. For further information, contact:

Colston R. Westbrook, Chief Consultant
Minority Consultants
P.O. Box 2331
Berkeley, CA 94702
(415) 841-2307

Prevocational: General; English; Intermediate

Austin, David, Tim Crosfield, and J. Akermark. English on the Job. Stockholm: TBV, 1980.

Part of a series, this book includes a student text and teacher's notes.

Prevocational: General; English; High Beginning

Brewner, Margaret M., William C. McMahon, Kathleen A. Paris, and Michael P. Roche. Life Skills Attitudes on the Job. New York: Educational Design, Inc., 1982.

For information, write to:

Michael E. Miller
3037 Kallin Avenue
Long Beach, CA 90808
(213) 429-1929

Prevocational: General; English; Not Verified

Douglas, Sandra and Victoria Coad. Prevocational English. New York: Prentice-Hall, in progress.

Since this title is tentative, it may change by the time this book is published.

Prevocational: General; English; High Beginning

Hooker, Dennis and Almut. Life Skills: Me and Jobs. New York: Educational Design, Inc., 1982.

For further information, write to:

Michael E. Miller

3037 Kallin Avenue
Long Beach, CA 90808
(213) 429-1929

Prevocational: General; English; Intermediate

Kaplan, Ellen. Writing for the World of Work. Book 2. New York: Educational Design, Inc., 1982.

Though not designed specifically for ESL students, this is indeed useful because it introduces students to the various types of forms, memos, receipts, and other writings necessary on the job. Five general units concern getting a job, starting a job, working in an office, ordering and billing, and shipping and receiving.

Prevocational: General; English/Vietnamese; Bilingual

NIC/TAC. English for Your Job: Prevocational. Arlington, Virginia: Center for Applied Linguistics, announced for late 1979.

A second bibliographical note indicates that this is part of an English for Vocational Special Purposes Series, to be published by MODU-LEARN in San Juan Capistrano, California. A bilingual glossary (Vietnamese-English) is provided.

Prevocational: General; English; Beginning

Prince, David and Julia Gage. English for Your First Job: A Beginning Vocational ESL Textbook. New York: Prentice-Hall, in progress.

Originally printed by the Office of the Superintendent of Public Instruction, State of Washington, in 1980, this booklet included detailed teacher's notes and units concerning work, assembly, sorting, cleaning, quality control, safety, shifts, breaks, sickness, and pay. Other units will include: English for the Workplace, Task Oriented Work, Getting a Job, Keeping a Job, and Getting Ahead.

Prevocational: General; English; Beginning

Rusthoi, Daniel. Prevocational English. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1970.

This series consists of two texts, two workbooks and a Teacher's Guide. Its main purpose is to promote conversational skills while at the same time developing technical skills in ESL students. It is, in other words, an attempt to fuse general ESL with some technical occupations and their vocabulary (given through a reading of a job description). The first text is at the beginning ESL level but it introduces such topics as a shop class, a plumbing company, carpentry, telephone repairs, an electrician's shop, a mechanic's shop and some basic math skills. In the second volume, brief job descriptions, set in a situational reading, are given--surveyor, stock clerk, seamstress, professional mover, truck driver, grocery store clerk, lumber mill worker, service station attendant, department store clerk, secretary, baker, postal clerk, medical receptionist, construction worker, switchboard operator, and auto body mechanic. The final unit deals with applying for a job. This series is to be commended for its attempt to integrate general ESL with VESL. I believe this type of approach can be extremely beneficial in programs where ESL is being taught concurrently with vocational courses. Otherwise, it serves as a good introduction to various types of jobs that non-native speakers, with little educational background, might attempt.

Prevocational: General; Chinese/Spanish/Vietnamese; Bilingual

Savage, K. Lynn, Ellen Lai-Shen Yeung, and Mamie How. English That Works: Competency-Based Pre-Vocational English as a Second Language. Glenview, Illinois: Scott, Foresman Lifelong Learning Division, 1981.

Components of this widely publicized series include "student texts (personal data, skills and interests, occupations and duties, maps and directories, wages and time sheets, answering questions in an interview, work experience, evaluation forms, benefits, unions, and interview questions); instructor's editions; native language booklets; flashcards and posters; as well as audio tapes which reinforce vocabulary, pronunciation, and language structures as well as provide aural practice."

Prevocational: Getting a Job; English; Intermediate

Anema, Durlynn. Get Hired! 13 Ways to Get a Job. Career Education Series. Hayward, California: Janus Book Publishers, 1979.

Designed for adult learners, this booklet suggests different ways of getting a job. The booklet also gives advice as to how best to present oneself.

Prevocational: Getting a Job; English/Tagalog; Bilingual

Banaghan, William F. "Job-Getting Ideas for Vietnamese and Other Newcomers." Translated by Minh Q. Le and Anh Tuyet Pham. Pleasant Hill, California: Contra Costa County Superintendent of Schools, 1976.

This pamphlet, with a Vietnamese translation on one side, explores occupational opportunities for refugees.

Prevocational: Getting a Job; English; Intermediate

Dresner, Joanne and Kenneth Beck. It's Up to You: Language Skills and Strategies for Getting a Job. New York: Longman, 1980.

An excellent manual for teaching students proper skills for job preparedness and acquisition. "Intermediate and advanced prevocational text consisting of six units that use authentic interview tapes to expose students to natural speech. Materials are task oriented, with such activities as role plays and discussion questions. New vocabulary is defined with appropriate contexts provided. Tapescripts are included in the text, but tape of interviews is also available."

Prevocational: Getting a Job; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Work Series."

Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

This series consists of eight booklets and a teacher's manual, and is designed to help students find and keep a job and function properly in a working environment. Included in the titles are:

Work Rules

Payroll Deduction and Company Benefits

Where to Get Help

Taxes

Getting to Work

Job Training Centers

How to Find a Job

How I Should Act at Work

Extremely useful are the many illustrations and pictures. Though not designed specifically for ESL students, these booklets are ideally suited to adult beginners.

Prevocational: Getting a Job; English; Intermediate

Jew, Wing and Robert Tong. Janus Job Planner: Career Planning. Career Education Series. Hayward, California: Janus Book Publishers, 1976.

Designed for adult learners, this booklet offers valuable suggestions for the kind of work best suited to individual tastes.

Prevocational: Getting a Job; English; High Intermediate

Jew, Wing and Robert Tong. Job Interview Kit. Hayward, California: Janus Book Publishers, 1976.

Though not specifically designed for ESL/LEP students, this kit can easily be adapted to suit the needs of that population. The kit consists of 20 interview cards, arranged according to the U.S. Office of Education's 15 Occupational Clusters. Another helpful resource, according to the authors, is the occupational classifications of the U.S. Department of Labor, as given in the Dictionary of Occupational Titles. Each card shows a person engaged in

work corresponding to the job title. On the reverse side, there is a job description and interview questions which can be adapted to the level of LEP/ESL students. The teacher's guide offers valuable suggestions on how to use this kit to its maximum benefit. Highly recommended.

Prevocational: Getting a Job; English; Intermediate

Kahn, Charles, Robert Tong, and Wing Jew. My Job Application File. Hayward, California: Janus Book Publishers, 1974.

This guide helps adult learners understand how to fill out application forms. The authors have obtained samples of actual application forms. There are exercises dealing with each section of an application form. The authors offer suggestions on how to best present oneself on these.

Prevocational: Getting a Job; English; Intermediate

Kaplan, Ellen. Writing for the World of Work. Book 2. New York: Educational Design, Inc., 1982.

Though not designed specifically for ESL students, this is indeed useful because it introduces students to the various types of forms, memos, receipts, and other writings necessary on the job. Five general units concern getting a job, starting a job, working in an office, ordering and billing, and shipping and receiving.

Prevocational: Getting a Job; English; Not Verified

Kimbrell, Grady and Ben S. Vineyard. Entering the World of Work. Bloomington, Illinois: McKnight Publishing Company, 1978.

A "text designed to develop necessary attitudes and skills in finding and keeping a job. Student activities and answer key booklets are available."

Prevocational: Getting a Job; Spanish; Bilingual

Lenox, James P. Buscando un empleo (Looking for a Job). State of New Jersey: Department of Education, Division of Vocational Education and Career Preparation, 1979.

This manual, written in Spanish, outlines basic skills to help students find a job, using vocational skills. Topics include where to look for a job, the interview, things one should know about a job, and application forms.

Prevocational: Getting a Job; English; Intermediate

Livingstone, Arnold. Janus Job Interview Guide. Hayward, California: Janus Book Publishers, 1977.

Designed for adult learners, this booklet offers valuable suggestions about what to do at job interviews. It presents a series of interviews indicating the kinds of questions that may be asked for different vocations.

Prevocational: Getting a Job; English; Beginning

Prince, David and Julia Gage. English for Your First Job: A Beginning Vocational ESL Textbook. New York: Prentice-Hall, in progress.

Originally printed by the Office of the Superintendent of Public Instruction, State of Washington, in 1980, this booklet included detailed teacher's notes and units concerning work, assembly, sorting, cleaning, quality control, safety, shifts, breaks, sickness, and pay. Other units will include: English for the Workplace, Task Oriented Work, Getting a Job, Keeping a Job, and Getting Ahead.

Prevocational: Getting a Job; English; Intermediate

Roberts, John (Editor-in-Chief). "Basic Skills Booklets." Spring-

dale, Connecticut: Illuminations Unlimited, 1981.

For annotation refer to Roberts, "Basic Skills Booklets" in Careers section.

Prevocational: Getting a Job; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Occupations. Adult Basic Literacy Education Skills Training Series (ABLEST). Belmont, California: Pitman Learning, Inc., 1980.

This booklet provides an excellent introduction to intermediate students about job preparedness--looking for, applying for, and keeping a job.

Prevocational: Getting a Job; English; Low Intermediate

Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Eighteen inexpensive workbooks develop reading comprehension skills focusing on jobs and careers, personal interests and aptitudes, and useful life skills. The "Career Guidance" books "integrate basic skills with a cohesive, sequential program in occupational planning--determining career interests and objectives, job training and procurement, good working habits, and long-range career development." Among the titles are: Wanting a Job, Training for a Job, Looking for a Job, Starting a Job, Holding a Job, and Changing a Job. There is a teacher's guide for each book which provides information, suggestions, teaching strategies, and answer keys. This book is now distributed by:

Cambridge: The Adult Education Company
888 Seventh Avenue
New York, New York 10106

Prevocational: Keeping a Job; English; Intermediate

Anema, Durlynn. Don't Get Fired! 13 Ways to Hold Your Job. Career Education Series. Hayward, California: Janus Book Publishers, 1978.

Some of the author's suggestions include such things as being on time, being responsible, sticking to the schedule, following directions, keeping oneself busy, getting along with others, taking criticism wisely, being honest, and not arguing with the boss. Teacher's manuals accompany each booklet and offer excellent suggestions on how to use the materials in a classroom setting.

Prevocational: Keeping a Job; English; Intermediate

English Language Teaching Development Unit. Stages of Attainment Scale. Oxford: Oxford University Press, 1977.

"Practical approach to determining how well an employee can perform in English. Specifies several stages of proficiency in task-related terms (face-to-face dealing with customers/suppliers/agents). Students may progress from a stage of performing such routine tasks as asking about the quantity or price of an order to being able to persuade other people to agree with them. Listening/speaking skills and reading/writing skills are specified for each stage, along with appropriate English structures."

Prevocational: Keeping a Job; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Work Series." Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

This series consists of eight booklets and a teacher's manual, and is designed to help students find and keep a job and function properly in a working environment. Included in the titles are:

Work Rules
Payroll Deduction and Company Benefits
Where to Get Help
Taxes

Getting to Work
Job Training Centers
How to Find a Job
How I Should Act at Work

Extremely useful are the many illustrations and pictures. Though not designed specifically for ESL students, these booklets are ideally suited to adult beginners.

Prevocational: Keeping a Job; English; Intermediate

Kaplan, Ellen. Writing for the World of Work. Book 2. New York: Educational Design, Inc., 1982.

Though not designed specifically for ESL students, this is indeed useful because it introduces students to the various types of forms, memos, receipts, and other writings necessary on the job. Five general units concern getting a job, starting a job, working in an office, ordering and billing, and shipping and receiving.

Prevocational: Keeping a Job; English; Not Verified

Kimbrell, Grady and Ben S. Vineyard. Entering the World of Work. Bloomington, Illinois: McKnight Publishing Company, 1978.

A "text designed to develop necessary attitudes and skills in finding and keeping a job. Student activities and answer key booklets are available."

Prevocational: Keeping a Job; English; High Beginning

Margulies, Stuart and Chris Welles Feder. Developing Everyday Reading Skills. Books 1 and 2. New York: Educational Design, Inc., 1982.

These books introduce reading skills necessary for on the job use. The authors studied people at work and the things they have to read

on the job. For more information, write to:

Michael E. Miller
3037 Kallin Avenue
Long Beach, CA 90808
(213) 429-1919

Prevocational: Keeping a Job; English; Intermediate

Nierobisch, Christel and N. Dooley. English Language Training in the Workplace. Vancouver, British Columbia: Vancouver Community College, 1980.

Largely self-made materials developed in consultation with the workplace and union specialists (e.g. foremen, supervisors, union executives, etc.). For information contact:

Christel Nierobisch
Vancouver Community College/King Edward Campus
2750 Oak Street
Vancouver, B.C. V6H 2N2

Prevocational: Keeping a Job; English; Beginning

Prince, David and Julia Gage. English for Your First Job: A Beginning Vocational ESL Textbook. New York: Prentice-Hall, in progress.

Originally printed by the Office of the Superintendent of Public Instruction, State of Washington, in 1980, this booklet included detailed teacher's notes and units concerning work, assembly, sorting, cleaning, quality control, safety, shifts, breaks, sickness, and pay. Other units will include: English for the Workplace, Task Oriented Work, Getting a Job, Keeping a Job, and Getting Ahead.

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Royce, Sherry and Christopher Ransom Miller. Occupations. Adult

Basic Literacy Education Skills Training Series (ABLEST). Belmont, California: Pitman Learning, Inc., 1980.

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AUTHOR INDEX

In this section, all authors, be they first, second, third, or fourth, have been indexed alphabetically, according to the page(s) where they appear in this annotated bibliography. Authors appearing in the appendices have been included in this section.

- Abrams, Sharon, 59, 181, 299, 485, 497, 508, 567.
Ackerman, Anne S., 93, 443.
Adam, J.H., 59, 135, 453, 458.
Adams, Susan B., 1, 537, 543.
Adamson, Donald, 53, 511.
Adamson, Vera, 161, 521.
Aikin, Brenton R., 129, 275, 406, 417.
Akermark, J., 343, 477.
Akiyama, Carol, 25, 515.
Albrecht, Ann, 567.
Alderson, Dick, 239, 503.
Allen, Bryan, 60, 83, 518, 533.
Allen, J.P.B., 107, 175, 267, 291, 519, 522, 527, 529.
Amey, Julian, 137, 215, 401, 407, 413.
Andújar, María D., 83, 313, 403, 418.
Anema, Durlynn, 347, 353, 477, 479.
Añorga Larralde, Joaquín, 83, 403.
Ansell, Clive, 74.
Applebaum, Sheila R., 567.
Ariza, I.F., 86, 403.
Arlt, Dennis, 105, 321, 323, 375, 376, 391, 395, 423, 424, 430.
Armstrong, Fiona, 567.
Asgari, Judy McCoy, 1, 39, 147, 452, 483, 494, 568.
Atkinson, John, 45, 511.
Atkinson, Philip S., 60, 83, 213, 485, 500.
Austin, David, 109, 239, 257, 283, 343, 457, 467, 468, 470, 477, 489.
Aviles, Herlinda, 63, 401.
Azar, Maliha, 45, 511.

Bacas, Harry, 221, 502.
 Backman, Nancy, 573.
 Banaghan, William F., 347, 421.
 Barron, Colin, 108, 193, 512.
 Barry, W.S., 45, 452.
 Bates, Martin, 53, 175, 511, 512.
 Baxter, James, 568.
 Baygell, Miriam Levitt, 93, 443.
 Beardwood, Lynette, 176, 297, 443, 444.
 Beck, Kenneth, 347, 477.
 Beesley, Alan R., 61, 62, 437, 453.
 Beitler, Lorraine, 240, 526.
 Belina, Virginia Sweet, 327, 514.
 Bell, Claude, 233, 502.
 Bell, Jill, 569.
 Bell, Terry, 84, 383, 518.
 Beneke, Jurgen, 545.
 Berkoff, N.A., 19, 515.
 Bernstein, Rosella, 313, 510.
 Berzabal, Ofelia G., 33, 257, 385, 421.
 Biddulph, G.M.R., 291, 529.
 Binham, Philip, 62, 205, 275, 466, 505, 518.
 Binns, John, 142, 186, 303, 460, 464, 472.
 Blackie, David J., 235, 267, 502, 505.
 Blakey, Tim, 233, 513.
 Bloom, Gretchen, 240, 241, 502, 526.
 Bober, Gerald F., 313, 473.
 Bolch, Maryvonne, 285, 286, 528.
 Bold, Richard D., 225, 448.
 Bolitho, A.R., 177, 178, 187, 443, 462, 522.
 Bond, Fred W., 39, 400.
 Bowman, Frank J., 19, 481.
 Bowyer, Timothy, 236, 268, 513, 514.
 Bradley, Curtis H., 543.
 Bradshaw, Michael, 275, 505.
 Brewner, Margaret M., 343, 445.
 Bromley, Robin, 62, 93, 453, 456.
 Brooks, B.C., 184, 302, 497, 508.
 Brookes, H. F., 178.
 Brown, Billye Walker, 179, 463.
 Brown, David S., 45, 46, 483.
 Brown, P. Charles, 569.
 Bruton, Clive J., 241, 526.
 Buck, Robert O., 48, 484.

Caldwell, Diana, 569.
 Canario, Jack, 199, 328, 465, 474.
 Candlin, Christopher N., 241, 526.
 Carbone, Candis, 574.
 Carbujo, Antonio, 49, 205, 241, 276, 279, 401, 413, 415, 417.
 Carmichael, Patrick, 572.
 Case, Doug, 309, 473.
 Castro, Jorge E., 147, 409.
 Chacón, Louis, 63, 401.
 Chaille, David, 328, 439.
 Chamot, Anna Uhl, 329, 439.
 Chevallier, Sheila, 279, 528.
 Chitlik, Paul, 569.
 Christ, Henry I., 94, 456.
 Clark, Marybeth, 33, 257, 258, 259, 260, 452, 468.
 Clark, Morris Russell, Jr., 115, 117, 519, 520.
 Clark, Robert, 195, 524.
 Clarke, M.J., 149, 196, 291, 292, 521, 524, 529.
 Claus, Dennis, 117, 458.
 Clews, Vince, 123, 329, 458, 474.
 Close, R.A., 178, 297, 533, 534.
 Coad, Victoria, 343.
 Coleman, Hywel, 263, 514.
 Coles, M.C., 129, 276, 493, 506.
 Collazo, Javier L., 135, 179, 298, 406, 411, 418.
 Comfort, Jeremy, 298, 449.
 Cordner, Carter B., 279, 528.
 Costinett, Sandra, 15, 63, 213, 486, 500, 515.
 Cotton, David, 64, 214, 486.
 Coveney, James, 64, 65, 136, 137, 214, 215, 379, 380, 383,
 384, 401, 407, 413.
 Crandall, Jo Ann, 1, 205, 242, 283, 537, 570.
 Cree, D. Ann, 88, 519.
 Croft, Kenneth, 179, 463.
 Croppi, Carmen, 574.
 Crosby, Alf, 298, 471.
 Crosfield, Tim, 239, 257, 283, 343, 457, 467, 468, 470, 477.
 Cumming, James, 27, 121, 511, 512.
 Curtin, James A., 243, 504.

Dallas, Donald, 260, 527.
 Davenport, Barbara, 63, 401.
 Davies, Susan, 66, 283.
 de García Díaz, Eva S., 66, 402.

de Pina Araujo, Avelino, 137, 179, 299, 397.
 de Schifffrin, R.S., 66, 402.
 de Vries, Louis, 137, 138, 180, 299, 379, 380, 383, 384.
 Degens, Christina, 136, 215, 383, 384.
 Denny, Stephen, 22, 511.
 Derwing, Bruce L., 47, 484.
 Deters, David, 570.
 Dewar, Darrell, 235, 502.
 Dobson, Julia M., 94, 490.
 Doherty, James G., 19, 481.
 Dominick, Mary J., 171, 416.
 Donovan, Peter, 181, 497.
 Dooley, N., 75, 355, 479.
 Douglas, Sandra, 343.
 Dowling, Barbara Tolley, 67, 486, 570.
 Dresner, Joanne, 347, 477, 571.
 Drobnic, Karl, 181, 299, 496, 508, 552, 567.
 Dudley-Evans, Tony, 161, 175, 494, 512.
 Dunlop, Ian, 67, 511.

Eayers, Ron, 19, 443.
 Eckersley, C.E., 67, 68, 84, 486, 489.
 Eisenberg, Anne, 300, 514.
 Elliott, A.H., 68, 486.
 Emerson, William T., 23, 399.
 Escandón, Ralph, 242, 415.
 Ewer, Jack R., 182, 533.

Fanning, Paul, 248, 249, 504.
 Feder, Chris Welles, 335, 354, 445.
 Ferguson, Nicolas, 49, 69, 76, 85, 109, 216, 279, 283, 330, 487,
 488, 489, 492, 506, 507, 516, 518, 525.
 Feuille, Carolyn, 69, 110, 284, 454, 457, 470, 571.
 Finson, Bruce, 95, 490.
 Firth, James, 50, 517.
 Fishel, Marilyn, 93, 443.
 Fisher, David, 70.
 Fitzgerald, Brigid, 27, 54, 81, 119, 149, 162, 191, 197, 249,
 269, 293, 482, 485, 489, 493, 494, 495, 498,
 504, 550, 508.
 Fitzpatrick, Anthony, 216, 500.

Fletcher, William, 123, 330, 458, 474.
Flindall, Roy, 84, 383, 518.
Flood, W.E., 139, 183, 301, 458, 463, 471.
Follett Basic Skills, 124, 330, 443, 444.
Frankenthaler, Marilyn R., 196, 197, 412.
Freeman, Daniel B., 331, 406, 445.
Freeman, R.L., 110, 139, 153, 407, 410.
Freudenstein, Reinhold, 545.
Friedenberg, Joan E., 543.

Gage, Julia Lakey, 1, 344, 350, 355, 440, 441, 546, 571, 574.
Galbraith, Jeff, 40, 317, 400, 473.
Garfield, Ellen, 133, 458.
Gartside, L., 70.
Garza Bores, Jaime, 15, 50, 139, 399, 401, 407.
Gawel, Joseph, 546.
Gay, Charles, 313, 510.
Gethin, R.H., 57, 325, 517, 531.
Giesecke, William B., 78, 488.
Gill, Marilyn, 71, 454.
Gillibrand, Patrick, 70, 487.
Glasner, Lynne, 96, 443.
Glendinning, Eric H., 153, 167, 169, 521, 522.
Godman, A., 53, 107, 139, 183, 200, 268, 517, 519, 520, 522, 523, 527.
Goepel, Bob, 546.
Golstein, E.J., 66, 402.
González, B., 572.
González del Valle, Luis and Antonlín, 85, 403.
Goodfellow, Robin, 264, 527.
Goodwine, Lea, 33, 153, 154, 284, 289, 391, 392, 394, 423, 426, 429.
Gordon, D. Ian, 85, 86, 489, 518.
Gordon, R., 52, 485.
Graham, E.C., 140, 183, 460, 463.
Graver, B.D., 29, 516.
Grebel, Rosemary, 332, 474.
Grognet, Allene, 205, 242, 283.
Grove, Michael P., 39, 452, 483, 568.
Guderian, Claudia, 284, 470.
Gundlach, Patricia Parrot, 332, 475.

Hacikyan, A. Jack, 71, 454.
 Hall, David, 236, 268, 513, 514.
 Hall, Eugene J., 25, 31, 129, 165, 167, 169, 206, 255, 263,
 276, 309, 332, 481, 482, 494, 495, 496,
 499, 504, 505, 506, 509, 510.
 Hamill, Ann D'Onofrio, 313, 473.
 Hanh, Vu Duc, 236, 428.
 Hanzeli, Victor, 550.
 Hardy, Florent, Jr., 130, 140, 406, 407.
 Hargreaves, Anna, 572.
 Harvard, Joseph, 86, 87, 379, 383, 387, 403.
 Hatward, Timothy, 108, 512.
 Haverson, Wayne W., 546.
 Hawkey, M., 161, 495.
 Hawkins, Gerald S., 94, 490.
 Hawkins, W.F., 53, 108, 209, 237, 269, 516, 519, 525, 526, 528.
 Haynes, Judith L., 546.
 Hayward, Charles H., 105, 321, 405, 419.
 Hemphill, David, 1, 537.
 Henderson, Keith, 71, 140, 454, 460.
 Hepburn, Larry, 23, 40, 105, 151, 173, 203, 229, 231, 317, 391,
 392, 393, 394, 399, 400, 405, 410, 411, 412,
 414, 418.
 Herbert, A.J., 162, 533.
 Heron, Betty, 547.
 Hewitt, Denise, 19, 443.
 Hick, Steve, 298, 44.
 Hieshima, Joyce A., 133, 459.
 Hirsch, Charles J., M.D., 243, 504.
 Hirschhorn, Howard H., 141, 184, 243, 301, 407, 411, 415, 418,
 522, 529.
 Hoban, Yvonne, 285, 507.
 Hochman, Stanley, 138, 379, 380.
 Hodin, Tim and Sue, 301, 471.
 Hodlin, Susan, 1, 548.
 Hoel, Alfred G., 33, 452, 482.
 Hoile, K.J.T., 29, 516.
 Holden, Susan, 547.
 Hooker, Dennis and Almut, 343, 445.
 How, Mamie, 345, 377, 420, 431.
 Howard, Joanna, 244, 513.
 Howatt, Anthony, 80, 455.
 Howell, Marlene, 125, 201, 244, 261, 334, 375, 376.
 Hubbard, Katherine E., 33, 258, 259, 260, 452, 468, 469, 482.
 Huckin, Thomas N., 184, 302, 523, 530.
 Hughson, Roy V., 164, 462.
 Humby, Edward, 117, 520.
 Husak, Glen, 124, 333, 347, 353, 438, 439, 440, 441.

Iglesias, José L., 83, 313, 403, 418.
Ingalls, Margo J., 574.

Jackson, Marla A., 19, 20, 481.
Jackson, Mary H., 87, 404.
Jacobson, Becky, 125, 201, 244, 261, 334, 375, 376.
James, H. I., 142, 464.
Jardine, Jim, 152, 159, 461, 462.
Jay, Stephen, 47, 516.
Jenkins-Murphy, Andrew, 20, 72, 280, 481, 487, 506.
Jew, Wing, 96, 334, 348, 349, 456, 475, 478, 510.
Job, Robert O., 314.
John, Hughes, 97, 490, 491.
Johns, Ann, 572.
Jones, J. Stanley, 72, 518.
Jorgensen, Aldamay, 573.
Jupp, T.C., 1, 548.

Kahn, Charles, 349, 478.
Kalnitz, Joanne, 133, 147, 223, 448, 449, 460.
Kamill, Rebecca, 19, 443.
Kang, Margaret T., 1, 539.
Kaplan, Ellen, 344, 349, 354, 477, 478, 47.
Kaplan, Robert B., 313, 510.
Kaufmann, W., 67, 68, 84, 486, 489.
Kay, Margarita Artschwager, 141, 244, 407, 416.
Kay, Martin, 264, 527.
Keegel, John C., 115, 118, 457, 458.
Kelley, Patrick, 123, 330, 458, 474.
Kelly, Michael G., 226, 393, 413, 427.
Kelsey, Keenan C., 332, 475.
Kempf, Constanza, 16, 399.
Kench, A.B., 87, 455.
Kenngott, Eberhard, 88, 383.
Kerr, Lesis, 22, 511.
Kerr, Rosalie, 261, 513.
Kesten, Bob, 184, 302, 497, 508.
Kimbrell, Grady, 349, 354.
King, F.W., 88, 519.
Kirwan, David, 245, 513.
Kitchens, Myra, 19, 443.

Knight, Michael, 72, 80, 455.
Knowles, Phillip L., 73, 303, 447, 449.
Knutsen, Edward W., 251, 504.
Kremer, Nick, 570, 571, 573.
Kohler, A., 304, 508.
Kopf, George, 41.
Kotesky, Arturo A., 148, 227, 409, 414.
Kruse, Benedict and Bettijune, 73, 280, 310, 530.

Lacey, Colin, 142, 186, 303, 460, 464, 472.
Laird, Elizabeth, 149, 521.
Lamatino, Robyn, 98, 404.
Lampola, Riita, 205, 275, 466, 505.
Lander, Eleanor, 185, 303, 463, 472.
Larned, Phyllis, 98, 335, 475, 491.
Lary, Don, 105, 321, 323, 375, 376, 391, 395, 423, 424, 430.
Lash, Elton R., 39, 400.
Latkiewicz, John, 154, 438.
Latorre, G., 182, 533.
Laurence Urdang Associates, 141, 323, 460 474.
Le, Lap Trong, 236, 428.
Le, Minh Q., 347, 421.
Leather, Jonathan H., 241, 526.
Lee, Chang Shik, 16, 389.
Lee, Helen C., 223, 389.
Lee, Kok Cheong, 185, 523.
Lenox, James P., 350, 420.
Livingstone, Arnold, 350, 478.
Locci, Lois M., 154, 461.
López, Jovita, 155, 410.
López-Valadez, Jeanne, 538, 548.
Lord, B.D., 129, 276, 493, 506.
Loth, Panthoul, 144, 238, 428.
Love, Charles, 88.
Low, Joanne, 537.
Lowe, M.J.B., 161, 521.
Lucas, D.J., 142, 186, 464.
Luu, Dung Kim, 144, 269, 425.

Macías, Rafael, 17, 142, 399, 408.
Mack, Angela, 74, 281, 488, 507.

Mackay, Ronald, 549.
 Mackin, Ronald, 53, 108, 209, 237, 269, 325, 517, 519, 525, 526,
 528, 531.
 Macklin, Bill, 26, 515.
 Maclean, Joan, 245, 526.
 Maculaitis, Jean D'Arcy, 575.
 Madama, Giorgio, 167, 533.
 Maddock, Vivienne, 70, 487.
 Maggin, Eduardo, 155, 410.
 Mahood, John, 142, 186, 303, 460, 464, 472.
 Malgorn, Guy, 142, 304, 408, 418.
 Margolis, Sylvia, 281, 507.
 Margulies, Stuart, 335, 354, 445.
 Marti-Lambert, Kebir, 226, 393, 413, 427.
 Martinka, Marie, 74, 237, 402, 415.
 Maschwitz, Elizabeth, 89, 314, 404, 418.
 Master, Peter, 1, 555, 573.
 Mathias, Marilynne, 199, 465, 474.
 Menges, Patricia, 226, 393, 413, 427.
 Meredith, John D., 141, 244, 407, 416.
 Methold, Kenneth, and Chuntana, 245, 304, 508, 527.
 Meyers, Richard A., 118, 168, 493, 496.
 Mikitik, William J., 574.
 Miletto, M.M., 87, 387.
 Miller, Anne, 34, 452, 482.
 Miller, Christopher Ransom, 100, 127, 196, 202, 335, 339, 340, 351
 355, 456, 458, 465, 466, 475, 476, 478
 479.
 Miller, Walter J., 62, 93, 453, 456.
 Moffat, Clive, 76, 217, 454, 466.
 Mohr, Boudewijn, 217, 501.
 Molina, Eva C., 245, 416.
 Molyneux, Michael, 197, 524.
 Montano García, Agustín, 89, 404.
 Moore, John, 186, 187, 304, 305, 438, 464, 472, 497, 509, 523.
 Moore, Sheila J., 136, 214, 379, 380, 530.
 Moran, Philip G., 76, 488.
 Morray, Marjorie, 181, 299, 497, 508.
 Motta, Janice C., 125, 336, 337, 435, 448, 450, 493, 510.
 Mountford, Alan, 21, 323, 515, 530, 549.
 Mrowicki, Linda G., 227, 466.
 Mullen, Norma D., 569.
 Mundell, William A., 51, 484.
 Munevar, Teresa, 186, 187, 304, 305, 438, 464, 472, 491, 509, 523
 530.
 Murray, James, 205, 275, 466, 505.

McAllister, James, 167, 533.
McCarthy, Joann, 1, 539.
McDonald, Barbara, 240, 526.
McDonald, Peter, 221, 525.
McDonough, J., 195, 524.
McDougal, Marianne, 67, 486, 570
McGovern, John and Jean, 50, 511
McIntyre, Philip N., 74.
McKellan, Joy S., 89, 90, 489, 490, 512.
McMahon, William C., 343, 445.

Naidoo, Pauline, 285, 286, 528.
Nam, Eileen, 574.
Narro García, Gilbert, 264, 444.
Nash, Trevor, 26, 515.
Nelson, Ed, 574.
Newhouse, Dora, 202, 206, 245, 247, 261, 276, 337, 412, 413, 416,
417, 420
Nicholls, Sandra, 78, 455.
Nicholson, Robert W., Jr., 29, 482.
Nierobisch, Christel, 75, 355, 479.
Nieves, Enrique, 75, 402.
Nogas, G.D., 187, 443.
Norman, Sue, 76, 217, 454, 466.
Norton, Aloysius A., 251, 504.

O'Brien, Tony, 245, 513.
Okada, Barbra, 76, 218, 488, 501.
Okada, Nancy Taeko, 76, 218, 488, 501.
Olsen, Leslie A., 184, 302, 523.
Olsen, Roger, 79, 455, 530.
Ongley, P.A., 108.
Oppeneheim, Peter K., 51, 218, 484, 501.
Oppenheimer, Zelda V., 99, 405.
O'Reilly, Maire, 49, 69, 76, 85, 109, 216, 279, 283, 487, 488, 489
492, 506, 507, 516, 518, 525.
Orozco, C.R., 77, 143, 402, 408.
Otfinoski, Steven, 99, 491.
Overstreet, Jimsy, 19, 443.
Owen, Roger, 64, 110, 219, 486, 492, 525.

Pack, Alice C., 314.
 Pahre, Patricia, 124, 333, 347, 353, 438, 439, 440, 441.
 Palmer, Joe Darwin, 549.
 Paredes, María Luisa, 63, 401.
 Paris, Kathleen A., 343, 445.
 Park, Yong-Ok, 35, 262, 389, 390.
 Parkinson, Joy, 247, 467.
 Payne, E.M.F., 53, 107, 139, 183, 200, 268, 517, 519, 520, 522,
 524, 527.
 Pearson, Christopher, 77, 437.
 Pearson, Ian, 54, 533.
 Peet, William, Jr., 35, 36, 482, 483.
 Perry, William S., 21.
 Pham, Anh Tuyet, 347, 421.
 Phillips, Martin, 22, 511.
 Pian, Louis de, 165, 168, 170, 495, 496.
 Pitman, G.A., 306, 472.
 Plácido, Carmen, 155, 281, 410, 411, 417.
 Pogrund, Phyllis, 332, 474.
 Ponisch, Helmut, 545.
 Popescu, J., 77, 387.
 Powell, Phillip E., 127, 340, 424, 431.
 Powell, Ralph, 105, 321, 323, 375, 376, 391, 395, 423, 424, 430.
 Prince, David, 344, 350, 355, 440, 441, 546, 571, 574.
 Purvis, Keith, 188, 247, 464, 467.

Rago, Lynda, 546.
 Randall, Nicholas J., 335, 475.
 Raymond, Alicia Q., 244, 408, 416.
 Redlinger, Wendy, 244, 407, 416.
 Reiff, Tana, 123, 329, 458.
 Rein, David P., 282, 470.
 Reynolds, Helen, 60, 83, 213, 485, 489, 500.
 Reynolds, Rex, Jr., 39, 400.
 Rezabeck, Dale J., 550.
 Richards, J.C., 550.
 Richey, Jim, 338, 445.
 Riley, Kathryn L., 126, 336, 337, 435, 448, 450, 493, 510.
 Roberts, John, 100, 350, 456, 478.
 Robinson, Pauline, 550.
 Robinson, Philip Bedford, 62, 115, 117, 118, 119, 211, 219, 453
 520, 525.
 Roche, Michael P., 343, 445.

Roche-Adams, John, 17, 282, 515, 528.
 Roderman, Winifred Ho, 338, 339, 475, 476.
 Rodríguez, Cristina, 74, 237, 402, 415.
 Rodríguez, José A., 546.
 Roe, Peter, 110, 219, 492, 525.
 Rose, Felix, 87, 379.
 Ross, H., 178.
 Rossner, Richard, 188, 306, 448, 449.
 Rowlands, K.E., 78, 455.
 Royce, Sherry, 100, 127, 196, 202, 335, 339, 340, 351, 355, 456,
 458, 465, 466, 475, 476, 478, 479.
 Royds-Irmak, D.E., 188, 497.
 Rudd, Jack, 575.
 Rusthoi, Daniel, 237, 345, 440, 444.
 Ryberg, Hilda, 127, 340, 424, 431.

Sager, J.C., 189, 221, 306, 525.
 Saiz, M., 42, 143, 156, 227, 229, 231, 324, 400, 408, 411, 414,
 415, 419
 Salto Dolla, Angel, 133, 144, 406, 409.
 Sandler, P.L., 177, 178, 264, 449, 462, 522.
 Sanson, Robert G., 29, 482.
 Sasaki, Ruth A., 73, 303, 447, 449.
 Savage, Allan, 298.
 Savage, K. Lynn, 345, 377, 420, 431, 449, 570.
 Savariego, Berta, 248, 416.
 Schearaga, Mona, 575.
 Schmitz, Albert, 221.
 Schoesler, Ron D., 313, 510.
 Schrago-Lorden, Kate, 206, 524.
 Schrand, Heinrich, 67, 511.
 Schutz, Noel W., 47, 484.
 Scott, John S., 166.
 Seal, Betty H., 144, 269, 425, 428.
 Sechrist, Bettie Lou, 144, 238, 269, 425, 428.
 Selinker, Larry, 550.
 Seyfried, Pamela, 17, 133, 147, 451, 459, 460.
 Shalif, R., 170.
 Shalit, Stanley, 101, 492.
 Sheff, Donald A., 286, 407.
 Shettlesworth, Clarence, 22, 511.
 Shin, Masako T., 23, 105, 151, 173, 203, 219, 231, 317, 391, 392
 393, 394, 399; 405, 410, 411, 412, 414, 419.
 Siefer, Nancy, 575.

Simpson, O.J., 142, 464.
 Slager, William R., 306, 509.
 Smart, Tim, 161, 494.
 Smith, Jennifer, 261, 513.
 Smithies, Michael, 189, 523.
 Snow, Peter, 309, 473.
 Speegle, Roger, 78, 488.
 Spooner, Mavis D., 89, 90, 489, 499, 512.
 Sprachman, Susan, 292, 534.
 Starwell, Sheila, 78, 287, 455.
 Stares, Martin, 189, 464.
 Steel de Meza, Barbara, 91, 404.
 Stevenson, Jane L., 292, 534.
 Stewart, Ian, 108, 193, 522.
 Stewart, Jane, 124, 333, 347, 353, 438, 439, 440, 441.
 Stillman, D., 52, 435.
 Strevens, Peter, 233, 525, 551.
 Sturgess, P.W., 238.
 Svatko, James, 207, 499.
 Swales, John, 190, 248, 249, 498, 504, 551.
 Swan, Marc, 574.
 Swanland, Charles, 190, 307, 464, 472.
 Swift, M., 287.

Tandy, Carol, 334, 475.
 Tarone, Elaine, 550.
 Taylor, G.V., 108, 519.
 Taylor, James, 188, 306, 448, 449.
 Taylor, Marcia, 79, 287, 447, 449.
 Taylor, Stephaine P., 537.
 Templeton, Hugh, 176, 443, 444.
 Thomas, Lee, 276, 444, 576.
 Thomas, Toni D., 1, 2, 156, 315, 319, 438, 439, 449, 576.
 Thornley, G.C., 191, 498.
 Thypin, Marilyn, 96, 443.
 Tinervia, Joseph, 88.
 Tobar-Maschwitz, Elizabeth, 223, 413.
 Tong, Robert, 96, 348, 349, 456, 478, 510.
 Treacher, Peter, 84, 383, 518.
 Trench, Jonathan, 142, 186, 303, 464, 472.
 Trimble, Mary Todd and Louis, 552.
 Trinh, Nghi Khoa, 144, 269, 425.
 Tully, John, 110, 219, 492, 525.
 Turner, Richard H., 102, 111, 341, 351, 356, 447, 448, 450.

Unwin, W.R., 287.
Uteda, B.A., 66, 402

Valadez, Gustavo, 39, 483.
Van-Tanh, Phan, 36, 262, 423, 428.
Vanson, George N., 197, 412.
Vest, E.M. Kay, 219, 501.
Vineyard, Ben S., 349, 354.
Vocational Technical Institute (916 Area), 18, 42, 119, 152, 202,
249, 262.
Voldahl, Susan, 546.

Wales, Hugh G., 59, 485.
Walker, Margaret, 285, 528.
Wall, John, 161, 494.
Walther, R., 144, 307, 384.
Ward, Vivienne, 239, 503.
Waters, Alan, 552, 576.
Waters, D.D., 304, 508.
Weaver, Ann A., 341, 342, 458, 476, 477.
Webb, John, 80, 455.
Webber, Martin, 176, 443, 444.
Weeks, Captain F., 234, 502.
Wehrs, George, 24, 106, 145, 203, 319, 321, 400, 405, 409, 413,
419, 423, 424, 425, 427, 429, 430.
Wells, G.W., 111, 156, 457, 461.
West, Linda, 1, 37, 43, 319, 437, 439, 571, 577.
West, Michael, 139, 183, 191, 301, 307, 459, 463, 471, 523, 530.
West, Richard, 283.
Westbrook, Colston R., 102, 342, 447, 450.
Widdowson, H.G., 107, 175, 267, 291, 519, 522, 527, 529.
Wilde, Cindy, 552, 577.
Wilkins, Ernest J., 540.
Wilkinson, Betty, 1, 156, 461, 578.
Williams, Ralph R., 29, 48, 453, 482.
Wise, Sheldon, 80, 488.
Woods, E., 241, 526.
Woolcott, L.A., 80, 287.
Woolrich, Bea, 72.
Worsdall, Vivien, 207, 288, 310, 311, 499, 507, 509.
Wright, Kenneth, 80, 130, 277, 288, 403, 418, 494, 506.

Wyatt, David H., 220, 501.
Wylie, Dovie, 578.

Yeadon, Tony, 43, 157, 159, 171, 191, 295, 298, 462,
465, 471, 516.

Yedlin, Jane, 103, 437.

Yeung, Ellen Lai-Shen, 345, 377, 420, 431.

Young, Lynne, 27, 54, 81, 119, 149, 162, 191, 197, 249, 269, 293,
482, 485, 489, 493, 494, 495, 498, 504, 505, 508.

LANGUAGE

Within each language in this section, vocations are listed in alphabetical order, and, within each vocation, the authors are arranged alphabetically. What is available in another language is usually a translation of some document in English. In most instances, I used English as a second language pedagogy as the guide for inclusion of instructional materials. Thus, I have excluded many works which were mere translations of textbooks written originally in English with a native speaker audience in mind. Furthermore, I have excluded those entries listed in the section on vocations written solely in English.

Cambodian.	.375
Chinese.	.377
French	.379
German	.383
Ilocano.	.385
Italian.	.387
Korean	.389
Laotian.	.391
Portuguese	.397
Spanish.	.399
Tagalog.	.421
Vietnamese	.423

Carpentry; Cambodian/Laotian/Vietnamese; Bilingual

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Medicine; English/Cambodian; Bilingual

Jacobson, Becky and Marlene Howell. "Hospital Admissions Procedures and Nursing Assessment," no other information given.

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Harvard, Joseph and Felix Rose. Bilingual Guide to Business and Professional Correspondence. (French-English). Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., 1965 (Reprinted 1981).

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Coveney, James and Sheila J. Moore. Glossary of French and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

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Lee, Chang Shik. Accounting for Korean-Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

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nical Education, 1981.

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Bond, Fred W., Elton R. Lash, and Rex Reynolds, Jr. Educación en car-
reras/Career Education: Automotriz/Automotive. Galien, Michigan:
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Automotive Mechanics; Spanish/English; Bilingual

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Nieves, Enrique. Topics for Business English for Spanish Speaking Students. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

Business; Spanish/English; Bilingual

Orozco, C.R. Spanish-English/English-Spanish Commercial Dictionary.

Pergamon International Library of Science, Technology, Engineering and Social Studies. Elmsford, New York: Pergamon Press, Inc., unable to verify date of publication.

Business; Spanish/English; Bilingual

Wright, Kenneth. Bilingual Access Program: Developmental Materials for Non Native Students: Business/Secretarial. Elgin, Illinois: Elgin Community College, 1980.

Business Letters; Spanish; Bilingual

Andújar, María and José L. Iglesias. Mecanografía al día. New York: Regents Publishing Company, Inc., 1977.

Business Letters; Spanish; Bilingual

Añorga Larralde, Joaquín. Correspondencia comercial. New York: Minerva Books, Ltd., 1969.

Business Letters; Spanish/English; Bilingual

González del Valle, Luis and Antonlín del Valle. Correspondencia comercial: fondo y forma. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

Business Letters; English/Spanish; Bilingual

Harvard, Joseph and I.F. Ariza. Bilingual Guide to Business and Professional Correspondence. (Spanish-English). Pergamon International Library of Science, Technology, Engineering and Social

Studies. Elmsford, New York: Pergamon Press, Inc., 1970 (Reprinted 1979).

Business Letters; Spanish/English; Bilingual

Jackson, Mary H. Manual de correspondencia española/A Practical Guide to Social and Commercial Correspondence. Skokie, Illinois: National Textbook Company, 1978.

Business Letters; English/Spanish; Bilingual

Maschwitz, Elizabeth. Typing for Spanish Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Business Letters; Spanish; Bilingual

Montaño García, Agustín. Correspondencia de los negocios.(Business Correspondence). Mexico: Editorial Trillas, S.A., 1979.

Business Letters; English/Spanish; Bilingual

Steel de Meza, Barbara. Business Letter Handbook, Spanish-English/Manual de correspondencia comercial, español-inglés. New York: Regents Publishing Company, Inc., 1973.

Careers; Spanish/English; Bilingual

Lamatino, Robyn. Leamos sobre veinte ocupaciones (Let's Read About Twenty Trades). Honolulu: University of Hawaii, College of

Education, 1978.

Careers; English/Spanish; Bilingual

Oppenheimer, Zelda V. Careers for Bilinguals. San Francisco: The
Alemany Press, no date given.

Careers; English/Spanish; Bilingual

Regents Publishing Company. Careers for Bilinguals/Carreras para
bilingües. New York: Regents Publishing Company, unable to
verify date of publication.

Carpentry; Spanish; Bilingual

Hayward, Charles H. Carpentería y ebanistería prácticas (Practical
Carpentry and Woodworking). Barcelona, España: Ediciones CEAC,
S.A., 1979.

Carpentry; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum De-
velopment Specialist). Maintenance Mechanics. Multi-Cultural
Competency-Based Vocational Curricula. Springfield, Illinois:
Illinois State Board of Education/Adult, Vocational and Tech-
nical Education, 1981.

Carpentry; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Carpentry. Bilingual Vocational
Training Project. Menomonie, Wisconsin: University of Wiscon-

sin at Stout, 1979.

Communications; English/Spanish; Bilingual

Freeman, R.L. Dictionary of Communications and Electronic Terms: English-Spanish/Spanish-English. London: Cambridge University Press, unable to verify date of publication.

Culinary Arts; English/Spanish; Bilingual

Aiken, Brenton R. The Waiter/Waitress Manual. San Francisco: McGraw-Hill, Inc., 1976.

Culinary Arts; Spanish/English; Bilingual

Hardy, Florent, Jr. Manual de cocina/The Cookbook. Baton Rouge, Louisiana: Division of Vocational Education, State of Louisiana Department of Education, 1979.

Data Processing; Spanish/English; Bilingual

Salto Dolla, Angel. Diccionario de términos de proceso de datos/Dictionary of Data Processing Terminology. Madrid, Spain: Paraninfo, 1971.

Dictionaries; English/Spanish; Bilingual

Collazo, Javier L. EnglishSpanish/Spanish-English Encyclopedic Dictionary of Technical Terms. New York: McGraw-Hill International Book Company, 1979.

Dictionaries; English/Spanish; Bilingual

Coveney, James and Julian Aney. Glossary of Spanish and English Management Terms. New York: Longman, Inc., unable to verify date of publication.

Dictionaries; English/Spanish; Bilingual

Freeman, R.L. Dictionary of Communications and Electronic Terms: English-Spanish/Spanish-English. London: Cambridge University Press, unable to verify date of publication.

Dictionaries; Spanish/English; Bilingual

Garza Bores, Jaime. Terminología comercial contable y bancaria/Dictionary of Accounting and Banking Terminology. México, D.F.: Editorial Diana, 1964.

Dictionaries; Spanish/English; Bilingual

Hardy, Florent, Jr. Manual de cocina/The Cookbook. Baton Rouge, Louisiana: Division of Vocational Education, State of Louisiana Department of Education, 1979.

Dictionaries; English/Spanish; Bilingual

Hirschhorn, Howard H. Spanish-English/English-Spanish Medical Guide. New York: Regents Publishing Company, Inc., 1968.

Dictionaries; English/Spanish; Bilingual

Kay, Margarita Artschwager with John D. Meredith, Wendy Redlinger,

and Alicia Quiroz Raymond. Southwestern Medical Dictionary/
Spanish-English/English-Spanish. Tucson, Arizona: Univer-
sity of Arizona Press, 1977.

Dictionaries; Spanish/English; Bilingual

Macías, Rafael. Terminología contable: lexicografía y vocabulario
inglés-español y español-inglés. México, D.F.: Editorial
Trellas, 1975.

Dictionaries; Spanish/English; Bilingual

Malgorn, Guy. Diccionario técnico español-inglés. Translated, re-
vised, and increased by María Rodríguez Rodríguez with Pedro
Armisen. Madrid: Paraninfo, 1977.

Dictionaries; Spanish/English; Bilingual

Orozco, C.R. Spanish-English/English-Spanish Commercial Dictionary.
Pergamon International Library of Science, Technology, Engineer-
ing and Social Studies. Elmsford, New York: Pergamon Press,
Inc., unable to verify date of publication.

Dictionaries; English/Spanish; Bilingual

Saíz, M. Diccionario de mecánica, inglés-español. New York: Min-
erva Books, Ltd., 1968.

Dictionaries; English/Spanish; Bilingual

Saíz, M. Diccionario de electrónica, radio y T.V.: inglés-español.

New York: Minerva Books, Ltd., 1966.

Dictionaries; Spanish/English; Bilingual

Salto Dolla, Angel. Diccionario de términos de proceso de datos / Dictionary of Data Processing Terminology. Madrid, Spain: Paraninfo, 1971.

Dictionaries; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning. Bilingual Vocational Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

Dictionaries; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Welding. Bilingual Vocational Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

Drafting; Spanish/English; Bilingual

Castro, Jorge E. Basic Concepts in Drafting for Spanish-Speaking Students. Student Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Drafting; Spanish/English; Bilingual

Kotesky, Arturo A. Bilingual Access Program: Supplemental Learning

Materials for Technical Graphics. Elgin, Illinois: Elgin Community College, 1978-1982.

Electricity; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

Electronics; English/Spanish; Bilingual

Freeman, R.L. Dictionary of Communications and Electronic Terms: English-Spanish/Spanish-English. London: Cambridge University Press, unable to verify date of publication.

Electronics; English/Spanish; Bilingual

Maggín, Eduardo and Jovita López. Electronics: The Giant of the Future. Six Basic Components. San José: Center for Employment Training, 1969.

Electronics; English/Spanish; Bilingual

Plácido, Carmen. English for Electronics Assemblers. San José: Center for Employment Training, 1981.

Electronics; English/Spanish; Bilingual

Plácido, Carmen. English for Electronic Technicians. San José:

Center for Employment Training, 1981.

Electronics; English/Spanish; Bilingual

Plácido, Carmen. English for Electro-Mechanics. San José: Center for Employment Training, 1981.

Electronics; English/Spanish; Bilingual

Saiz, M. Diccionario de electrónica, radio y T.V.: inglés-español. New York: Minerva Books, Ltd., 1966.

Fiberglass; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako Shin. Fiberglass Technician. Multi-Cultural, Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

General Sciences; English/Spanish; Bilingual

Collazo, Javier L. EnglishSpanish/Spanish-English Encyclopedic Dictionary of Technical Terms. New York: McGraw-Hill International Book Company, 1979.

General Sciences; English/Spanish; Advanced

Hirschhorn, Howard H. Technical and Scientific Reader in English/ Temas técnicos y científicos en inglés. New York: Simon and Schuster (A Regents Publication), 1970.

Government and Law; English/Spanish; Bilingual

Frankenthaler, Marilyn. Skills for Bilingual Legal Personnel/Técnicas para el personal bilingüe en el área legal. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

Government and Law; English/Spanish; Bilingual

Vanson, George N. and Marilyn N. Frankenthaler. Spanish-English Legal Terminology/Terminología español-inglés en el área legal. Cincinnati, Ohio: South-Western Publishing Company, unable to verify date of publication.

Health Sciences; English/Spanish/Vietnamese; Bilingual

Curriculum Publications. "Competency-Based Adult Education ESI, Modules: Health." Macomb, Illinois: Curriculum Publications Clearinghouse, Western Illinois University, unable to verify date of publication.

Health Sciences; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Heating; English/Laothian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

Heating; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning.
Bilingual Vocational Training Project. Menomonie, Wisconsin:
University of Wisconsin at Stout, 1979.

Hotels and Hotel Personnel; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs,
Florida: Language Research Press, 1966.

Hotels and Hotel Personnel; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles:
New House Press, 1977.

International Trade; English/Spanish; Bilingual

Coveney, James and Julian Amey. Glossary of Spanish and English Man-
agement Terms. New York: Longman, Inc., unable to verify date
of publication.

Key punch; English/Spanish; Bilingual

Tobar-Maschwitz, Elizabeth. Key punch for Spanish Speaking Students.
Student Workbook and Teacher's Manual. Vocational Programming
for the LEP. Springfield, Illinois: Illinois State Board of
Education/Adult, Vocational and Technical Education, 1980.

Machine Shop; English/Laothian/Spanish; Bilingual

Kelly, Michael G., Patricia Menges, and Kebir Marti-Lambert. Ma-

chine Shop Fundamentals: Part I. Student Workbook, Vocational Instructor's Manual, and Technical English Instructor's Manual. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1982.

Machine Shop; English/Spanish; Bilingual

Kotesky, Arturo A. Bilingual Access Program: Developmental Materials for Non-Native Speakers: Machine Tool Operations. Elgin, Illinois: Elgin Community College, 1978-1982.

Machine Shop; English/Spanish; Bilingual

Safz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

Machine Trades; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Specialist). Machine Trades. Multi-Cultural, Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

Machine Trades; English/Spanish; Bilingual

Safz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

Maintenance Mechanics; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum De-

velopment Specialist). Maintenance Mechanics. Multi-Cultural Competency-Based Vocational Curricula. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

Maintenance Mechanics; English/Spanish; Bilingual

Saiz, M. Diccionario de mecánica, inglés-español. New York: Minerva Books, Ltd., 1968.

Mathematics; Spanish; Bilingual

Martinka, Marie and Cristina Rodríguez. Matemática vocacional para el comercio. Cincinnati, Ohio: South-Western Publishing Company, 1975.

Medicine; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs, Florida: Language Research Press, 1966.

Medicine; English/Spanish; Bilingual

Escandón, Ralph. Bilingual Vocabulary for the Medical Profession/ Vocabulario bilingüe para la profesión médica. Cincinnati, Ohio: South-Western Publishing Company, 1982.

Medicine; English/Spanish; Bilingual

Hirschhorn, Howard H. Spanish-English/English-Spanish Medical Guide. New York: Regents Publishing Company, Inc., 1968.

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Kay, Margarita Artschwager with John D. Meredith, Wendy Redlinger, and Alicia Quiroz Raymond. Southwestern Medical Dictionary/ Spanish-English/English-Spanish. Tucson, Arizona: University of Arizona Press, 1977.

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Molina, Eva C. Vital Communication in Spanish for the Medical Professions. New York: Regents Publishing Company, Inc., 1981.

Medicine; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Medicine; English/Spanish; Bilingual

Savariego, Berta. Talk to the Patient in Spanish: Guide for All Medical Personnel/Hablele al paciente en español: Guía para todo personal médico. Cincinnati, Ohio: South-Western Publishing Company, 1982.

Nursing Science; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles: New House Press, 1977.

Plastics Technology; English/Spanish; Bilingual

Dominick, Mary J. Bilingual Access Program: Developmental Materials

for Non-Native Students: Plastics Technology Program. Elgin,
Illinois: Elgin Community College, 1980.

Restaurants; English/Spanish; Bilingual

Aiken, Brenton R. The Waiter/Waitress Manual. San Francisco:
McGraw-Hill, Inc., 1976.

Restaurants; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish/English" Series. Miami Springs,
Florida: Language Research Press, 1966.

Restaurants; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles:
New House Press, 1977.

Sales and Merchandising; Spanish/English; Bilingual

Carbujo, Antonio (Compiler). "Spanish-English Series." Miami Springs,
Florida: Language Research Press, 1966.

Sales and Merchandising; English/Spanish; Bilingual

Plácido, Carmen. English for Shipping and Receiving. San José:
Center for Employment Training, 1981.

Secretarial Sciences; Spanish/English; Bilingual

Wright, Kenneth. Bilingual Access Program: Developmental Materials for Non Native Students: Business/Secretarial. Elgin, Illinois: Elgin Community College, 1980.

Technology; English/Spanish; Bilingual

Collazo, Javier L. EnglishSpanish/Spanish-English Encyclopedic Dictionary of Technical Terms. New York: McGraw-Hill International Book Company, 1979.

Technology; English/Spanish; Advanced

Hirschhorn, Howard H. Technical and Scientific Reader in English/ Temas técnicos y científicos en inglés. New York: Simon and Schuster (A Regents Publication), 1970.

Technology; Spanish/English; Bilingual

Malgorn, Guy. Diccionario técnico español-inglés. Translated, revised, and increased by María Rodríguez Rodríguez with Pedro Armisen. Madrid: Paraninfo, 1977.

Typing; Spanish; Bilingual

Andújar, María and José L. Iglesias. Mecanografía al día. New York: Regents Publishing Company, Inc., 1977.

Typing; English/Spanish; Bilingual

Maschwitz, Elizabeth. Typing for Spanish Speaking Students. Stu-

dent Manual and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Welding; English/Laotian/Spanish; Bilingual

Hepburn, Larry (Project Director) and Masako T. Shin (Curriculum Development Specialist). Combination Welding. Multi-Cultural, Competency-Based Vocational Curricula Series. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

Welding; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Welding. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

Woodworking; Spanish; Bilingual

Hayward, Charles H. Carpentería y ebanistería prácticas (Practical Carpentry and Woodworking). Barcelona, Espana: Ediciones CEAC, S.A., 1979.

Woodworking; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Carpentry. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

Workshop; English/Spanish; Bilingual

Saiz, M. Diccionario de mecánica, inglés-español. New York: Min-

erva Books, Ltd., 1968.

Survival Skills; Spanish/English; Bilingual

Newhouse, Dora. "How to Work or Communicate" series. Los Angeles:
New House Press, 1977.

Prevocational: General; Chinese/Spanish/Vietnamese; Bilingual

Savage, K. Lynn, Ellen Lai-Shen Yeung, and Mamie How. English That Works: Competency-Based Pre-Vocational English as a Second Language. Glenview, Illinois: Scott, Foresman Lifelong Learning Division, 1981.

Prevocational: Getting a Job; Spanish; Bilingual

Lenox, James P. Buscando un empleo (Looking for a Job). State of New Jersey: Department of Education, Division of Vocational Education and Career Preparation, 1979.

Nursing Science; Tagalog; Bilingual

Berzabal, Ofelia G. Nursing Aide: Tagalog Translation Manual for Reading Right. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

Prevocational: Getting a Job; English/Tagalog; Bilingual

Banaghan, William F. "Job-Getting Ideas for Vietnamese and Other Newcomers." Translated by Minh Q. Le and Anh Tuyet Pham. Pleasant Hill, California: Contra Costa County Superintendent of Schools, 1976.

Air Conditioning and Refrigeration; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning.
Bilingual Vocational Training Project. Menomonie, Wisconsin:
University of Wisconsin at Stout, 1979.

Autobody Repair; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Auto Body Repair. "Be Vital" Project.
Denver, Colorado: Denver Public Schools, 1980.

Autobody Repair; Vietnamese; Bilingual

Van-Tanh, Phan. Autobody Repair: Vietnamese Translation Manual for
Hearsay. English for Special Purposes Series. Honolulu: Hono-
lulu Community College, 1977.

Autobody Repair; Vietnamese; Bilingual

Van-Tanh, Phan. Autobody Repair: Vietnamese Translation Manual for
Speakeasy. English for Special Purposes Series. Honolulu:
Honolulu Community College, 1977.

Automotive Mechanics; English/Vietnamese; Bilingual

National Indochinese Clearinghouse/Technical Assistance Center (NIC/
TAC). English for Your Job: Auto Mechanics. Arlington, Vir-
ginia: Center for Applied Linguistics, unable to verify publi-
cation.

Carpentry; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Instruc-

tions. Washington: Beaverton School District, 1978.

Carpentry; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Tests. Washington: Beaverton School District, 1978.

Carpentry; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Carpentry. Bilingual Vocational Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

Communications; English/Vietnamese; Bilingual

Dainamco. Telecommunications. Glendale, California: Dainamco, no date given.

Consumer Education; Vietnamese; Bilingual

Ryberg, Hilda R. and Phillip E. Powell. "You and Consumer Education Series." Translated by Dang-Thi-Hao. Little Rock, Arkansas: Practical Education Program, State Department of Education, 1976.

Culinary Arts; English/Vietnamese; Bilingual

National Indochinese Clearinghouse/Technical Assistance Center (NIC/TAC). English for Your Job: Food Services. Arlington, Virginia: Center for Applied Linguistics, announced for late 1979.

Dictionaries; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

Dictionaries; English/Vietnamese; Bilingual

Dainamco. Electricity/Electronics Bilingual Dictionary. Glendale, California: Dainamco, no date given.

Dictionaries; English/Vietnamese; Bilingual

Seal, Betty H. (Project Director), Bettie Lou Sechrist and Trinh Khoa Nghi (Editing Staff), and Luu Kim Dung (Vietnamese Text). English-Vietnamese Physics Words with Definitions. Long Beach, California: Long Beach Unified School District, no date given.

Dictionaries; English/Vietnamese; Bilingual

Sechrist, Bettie Lou and Panthoul Loth. English-Vietnamese Math Words. Vietnamese translation by Trinh Khoa Nghi and Luu Kim Dung. Long Beach, California: Long Beach Unified School District, no date given.

Dictionaries; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

Dictionaries; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Welding. Bilingual Vocational

Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

Electricity; English/Vietnamese; Bilingual

Dainamco. Electricity/Electronics Bilingual Dictionary. Glendale, California: Dainamco, no date given.

Electronics; English/Vietnamese; Bilingual

Dainamco. Electricity/Electronics Bilingual Dictionary. Glendale, California: Dainamco, no date given.

Electronics; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Electronic Assembly. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

Electronics; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Basic Electronics. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

General Sciences; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

Government and Law; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

Health Sciences; English/Spanish/Vietnamese; Bilingual

Curriculum Publications. "Competency-Based Adult Education ESL Modules: Health." Macomb, Illinois: Curriculum Publications Clearinghouse, Western Illinois University, unable to verify date of publication.

Heating; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Heating and Air Conditioning. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

Machine Shop; English/Vietnamese; Bilingual

Kelly, Michael G., Patricia Menges, and Kebir Marti-Lambert. Machine Shop Fundamentals: Part I. Student Workbook, Vocational Instructor's Manual, and Technical English Instructor's Manual. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1982.

Mathematics; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

Mathematics; English/Vietnamese; Bilingual

Hanh, Vu Duc. Mathematics Terminology. Pensacola, Florida: Escambia County School District, 1975.

Mathematics; English/Vietnamese; Bilingual

Le, Lap Trong. Math Terminology List. San Diego, unable to verify date.

Mathematics; English/Vietnamese; Bilingual

Sechrist, Bettie Lou and Panthoul Loth. English-Vietnamese Math Words. Vietnamese translation by Trinh Khoa Nghi and Luu Kim Dung. Long Beach, California: Long Beach Unified School District, no date given.

Nursing Science; Vietnamese; Bilingual

Van-Tanh, Phan. Nursing Aide: Vietnamese Translation Manual for Speakeasy. English for Special Purposes Series. Honolulu: Honolulu Community College, 1977.

Physics; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

Physics; English/Vietnamese; Bilingual

Seal, Betty H. (Project Director), Bettie Lou Sechrist and Trinh Khoa

Nghi (Editing Staff), and Luu Kim Dung (Vietnamese Text). English-Vietnamese Physics Words with Definitions. Long Beach, California: Long Beach Unified School District, no date given.

Secretarial Sciences; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Office Occupations. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

Secretarial Sciences; English/Vietnamese; Bilingual

NIC/TAC. English for Your Job: Clerical. Arlington, Virginia: Center for Applied Linguistics, announced for late 1979.

Sewing; English/Laotian/Vietnamese; Bilingual

Goodwine, Lea (Coordinator). Power Sewing. "Be Vital" Project. Denver, Colorado: Denver Public Schools, 1980.

Social Sciences; English/Vietnamese; Bilingual

BABEL. English-Vietnamese Scientific Terminology. Berkeley, California: BABEL, unable to verify date of publication.

Welding; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Welding. Bilingual Vocational Training Project. Menomonee, Wisconsin: University of Wisconsin at Stout, 1979.

Woodworking; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Tests.
Washington: Beaverton School District, 1978.

Woodworking; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Instructions. Washington: Beaverton School District, 1978.

Woodworking; English/Spanish/Vietnamese; Bilingual

Wehrs, George (Project Director). Carpentry. Bilingual Vocational Training Project. Menomonie, Wisconsin: University of Wisconsin at Stout, 1979.

Workshop; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Instructions. Washington: Beaverton School District, 1978.

Workshop; Cambodian/Laotian/Vietnamese; Bilingual

Arlt, Dennis, Don Lary, and Ralph Powell. Woodworking Safety Tests. Washington: Beaverton School District, 1978.

Survival Skills; Cambodian/Laotian/Vietnamese; Bilingual

Cam-La-Vie Associates. "Refugee Orientation Tapes." Oklahoma City: Cam-La-Vie Associates, unable to verify date of publication.

Survival Skills; Vietnamese; Bilingual

Ryberg, Hilda R. and Phillip E. Powell. "You and Consumer Education Series." Translated by Dang-Thi-Hao. Little Rock, Arkansas: Practical Education Program, State Department of Education, 1976.

Prevocational: General; English/Vietnamese; Bilingual

NIC/TAC. English for Your Job: Prevocational. Arlington, Virginia: Center for Applied Linguistics, announced for late 1979.

Prevocational: General; Chinese/Spanish/Vietnamese; Bilingual

Savage, K. Lynn, Ellen Lai-Shen Yeung, and Mamie How. English That Works: Competency-Based Pre-Vocational English as a Second Language. Glenview, Illinois: Scott, Foresman Lifelong Learning Division, 1981.

LANGUAGE LEVEL

In this section, I have arranged bibliographical entries according to language level. I have purposely excluded those entries where I was unable, for whatever reason, to verify the language level of that particular item. I also excluded those entries which were monolingual in a language other than English, or which were bilingual, since level of difficulty is not a linguistic problem for those speakers whose native language is that of the text.

The arrangement of this section is similar to that of the language section (cf. page 373): the language levels are arranged from beginning to high advanced. Within each level, vocations are in alphabetical listing, and, within each vocation, the authors are arranged alphabetically. As I mentioned in the Introduction, arriving at the language level was perhaps the most difficult task, though most of us teaching ESL can look at the language structures, the level of vocabulary, and the complexity of thought and determine fairly accurately the language level based on our teaching experience and educational background. (cf. page 4).

Low Beginning	.435
Beginning	.437
High Beginning.	.443
Low Intermediate.	.447
Intermediate.	.451
High Intermediate	.481
Low Advanced.	.511
Advanced.	.515
High Advanced	.533

Consumer Education; English; Low Beginning

Motta, Janice C. and Katryn L. Riley. Impact!: Adult Literacy and Language Skills. Book 1. Reading, Massachusetts: Addison-Wesley Publishing Company, 1982.

Survival Skills; English; Low Beginning

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West, Linda. Auto Body. San Francisco: The Alemany Press, in progress.

Automotive Mechanics; English; Beginning

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Beesley, Alan R. English for Your Business Career. Books 1 and 2. London: Cassell and Collier-Macmillan International, Inc., 1971.

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Pearson, Christopher. Getting Down to Business in English. London: Heinemann Educational Books, 1974 (Book 1) 1976 (Book 2).

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Wisconsin Resettlement Assistance Office. English on the Job. Madison, Wisconsin: Wisconsin Resettlement Assistance Office. Division of Emergency Government and Wisconsin Board of Vocational, Technical and Adult Education, 1976.

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Yedlin, Jane. Double Action Picture Cards. Reading, Massachusetts:

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Thomas, Toni D. Electronics Assembly. San Diego: Educational Cul-
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Moore, John and Teresa Munevar. Concepts in Use. Reading and Think-
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ford: Oxford University Press, 1980.

Upholstery; English; Beginning

Thomas, Toni D. Auto Upholstery. San Diego: San Diego Community College District and Adult and Continuing Education Center, 1982.

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West, Linda. Welding. San Francisco: The Alemany Press, 1983.

Survival Skills; English; Beginning

Chaille, David. More Pictures That Teach Words. Beverly Hills, California: Easy Aids, Inc., 1980.

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Chamot, Anna Uhl. Read Right!: Developing Survival Reading Skills. New York: Minerva Books, Ltd., due in 1981.

Survival Skills; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Money Series." Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

Survival Skills; English; Beginning

Husak, Glen, Patricia Pahre, and Jane Stewart. "The Work Series." Sewickley, Pennsylvania: Hopewell Books, Inc., 1978.

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Refugee Education and Employment Program. The REEP Curriculum: A Functional Approach to Competency Based Survival ESL. Arlington, Virginia: Refugee Education and Employment Program, 1981.

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State University of New York. "English for Living" Modules. Albany, New York: State University of New York, 1976.

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Prince, David and Julia Gage. English for Your First Job: A Beginning Vocational ESL Textbook. New York: Prentice-Hall, in progress.

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Rusthoi, Daniel. Prevocational English. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1970.

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Husak, Glen, Patricia Pahre, and Jane Stewart. "The Work Series."

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Prince, David and Julia Gage. English for Your First Job: A Beginning Vocational ESL Textbook. New York: Prentice-Hall, in progress.

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Hewitt, Denise, Jimsy Overstreet, Myra Kitchens, Rebecca Kamill, and Ron Eayers. ESL/Agriculture Secretaries: A Vocational Approach for Teaching English as a Second Language. Ceres, California: Ceres Unified School District, 1979-1980.

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Ackerman, Anne S., Miriam Levitt Baygell, and Marilyn Fishel. It Happened on the Job. New York: Globe Book Company, Inc., 1979.

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Glasner, Lynne and Marilyn Thypin. "Career Readers Series." Pace-maker Vocational Readers. Belmont, California: Pitman Learning, Inc., 1976.

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Rusthoi, Daniel. Speaking of Numbers: Skillbuilding in English and Arithmetic. Worktext 1. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1979.

Petroleum Industry; English; High Beginning

Narro Garcia, Gilbert. Oil. Building American English Series. Level I. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1978.

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Thomas, Lee. "ESP for Busboys." Reno, Nevada: University of Nevada, 1982.

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Freeman, Daniel B. Speaking of Survival. Oxford: Oxford University Press, 1982.

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Margulies, Stuart and Chris Welles Feder. Developing Everyday Reading Skills. Books 1 and 2. New York: Educational Design, Inc., 1982.

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Richey, Jim. "Survival Vocabulary." Hayward, California: Janus Book Publishers, 1978.

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Brewner, Margaret M., William C. McMahon, Kathleen A. Paris, and Michael P. Roche. Life Skills Attitudes on the Job. New York: Educational Design, Inc., 1982.

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Hooker, Dennis and Almut. Life Skills: Me and Jobs. New York: Educational Design, Inc., 1982.

Prevocational: Keeping a Job; English; High Beginning

Margulies, Stuart and Chris Welles Feder. Developing Everyday Reading Skills. Books 1 and 2. New York: Educational Design, Inc., 1982.

Air Travel; English; Low Intermediate

English Language Teaching Development Unit. English in Flight. Oxford: English Language Teaching Development Unit, 1975.

Business; English; Low Intermediate

Knowles, Phillip L. and Ruth A. Sasaki. Fluency Squares for Business and Technology. New York: Regents Publishing Company, Inc., 1981.

Business; English; Low Intermediate

Taylor, Marcia (Revised and edited by Lise B. Ragan). Orientation in Business English. Secretarial Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1972.

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Careers; English; Low Intermediate

Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Careers; English; Low Intermediate

Westbrook, Colston R. VESL Dialogues. Oakland, California: Indo-

Chinese Ecumenical Community Center, 1981.

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Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

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General Sciences; English; Low Intermediate

Rossner, Richard and James Taylor. Technical English Readers. London: Macmillan Education, 1973.

Keypunch; English; Low Intermediate

Kalnitz, Joanne. VESL for Key Punch. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

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Bold, Richard D. Technical ESL: Machine Shop. White Bear Lake, Minnesota: Minnesota Curriculum Services, 1978.

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Sandler, P.L. English for the Oil Industry: The Petroleum Program.
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Comfort, Jeremy, Steve Hick, and Allan Savage. Basic Technical Eng-
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Thomas, Toni D. Welding English for Non-Native Speakers. San Diego,

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Survival Skills; English; Low Intermediate

Westbrook, Colston R. VESL Dialogues. Oakland, California: Indo-chinese Ecumenical Community Center, 1981.

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Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Prevocational: Keeping a Job; English; Low Intermediate

Turner, Richard H. "Follett Success Skills Series." Chicago: Follett Publishing Company, 1978.

Accounting; English; Intermediate

Institute of Modern Languages. Accounting. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Accounting; English; Intermediate

Institute of Modern Languages. Bookkeeping. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Accounting; English; Intermediate

Seyfried, Pamela. VESL for Accounting. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

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Asgari, Judy and Michael Grove. English for Auto Mechanics. San Jose: Evergreen Valley College, Media Center, 1982.

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Williams, Ralph R. The Language of Aviation in English: Flying and Traffic Control. New York: Regents Publishing Company, Inc., 1978.

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Hacikyan, A. Jack and Marilyn Gill. Business in English: A Communicative Skills Approach. New York: Regents Publishing Company, Inc., 1980.

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Henderson, Keith (Editor). The Evans Dictionary of Commercial English. Evans Brothers Ltd., 1977.

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Institute of Modern Languages. Management. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Business; English; Intermediate

Institute of Modern Languages. Business Communication. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

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Norman, Sue and Clive Moffat. Export English. BBC Audio Cassette

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Rowlands, K.E. Management English. Kent: Hodder and Stoughton Limited, 1977.

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Stanwell, Sheila and Sandra Nicholls. English for Commerce. Modern Office Limited. Oxford: Oxford University Press, 1976.

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Business; English; Intermediate

Webb, John, Anthony Howatt, and Michael Knight. A Modern Course in Business English. London: Oxford University Press, 1967.

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Careers; English; Intermediate

Bromley, Robin and Walter J. Miller. English for Office Careers.
New York: Minerva Books, Limited, 1982.

Careers; English; Intermediate

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Careers; English; Intermediate

Jew, Wing and Robert Tong. Janus Job Planner: Career Planning.
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Careers; English; Intermediate

Roberts, John (Editor-in-Chief). "Basic Skills Booklets." Springdale, Connecticut: Illuminations Unlimited, 1981.

Careers; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Occupations. Adult Basic Literacy Education Skills Training Series (ABLEST). Belmont, California: Pitman Learning, Inc., 1980.

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Communications; English; Intermediate

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Communications; English; Intermediate

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Communications; English; Intermediate

Institute of Modern Languages. Telecommunications. Building American English Series. Silver Spring, Maryland: Institute for Modern Languages, Inc., in progress.

Communications; English; Intermediate

Wells, G.W. Electronics and Communications. Technical English Supplementary Readers Series. London: Longman Group Limited, no date given.

Computer Programming; English; Intermediate

Keegel, John C. The Language of the Computer Programmer in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

Computer Science; English; Intermediate

Claus, Dennis. English in Computers. Stockholm: TBV, 1980.

Computer Science; English; Intermediate

Keegel, John C. The Language of the Computer Programmer in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

Consumer Education; English; Intermediate

Clews, Vince and Tana Reiff. That's Life. Fearon Educational Series. Pitman Learning, Inc., 1981.

Consumer Education; English; Intermediate

Fletcher, William and Patrick Kelley. Finding a Good Used Car. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1977.

Consumer Education; English; Intermediate

Royce, Sherry and Christopher Ransom Miller. Money Management. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

Consumer Education; English; Intermediate

Weaver, Ann A. Planning Meals and Shopping. Young Homemakers at Work Series. Belmont, California: Pitman Learning, Inc.,

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Culinary Arts; English; Intermediate

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Data Processing; English; Intermediate

Hieshima, Joyce, Joanne Kalnitz, Pam Seyfried, and Ellen Garfield. VESL for Data Processing. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

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Flood, W.E. and Michael West. An Elementary Scientific and Technical Dictionary. London: Longman Group Limited, unable to verify date of publication.

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Henderson, Keith (Editor). The Evans Dictionary of Commercial English. Evans Brothers Ltd., 1977.

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Lucas, D.J., H.I. James, and O.J. Simpson. A First Scientific Dictionary. London: Nelson, 1976.

Dictionaries; English; Intermediate

Mahood, John, Jonathan Trench, Colin Lacey, and John Binns. The Evans English Dictionary of Science and Technology. London: Evans Brothers Limited, 1977.

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Kalnitz, Joanne and Pamela Seyfried. VESL Drafting. Student Workbook and Teacher's Manual. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult,

Vocational and Technical Education, 1981.

Electricity; English; Intermediate

Institute of Modern Languages. Basic Electricity. Situational Vocational English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., 1975.

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Jardine, Jim. Electricity. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1981.

Electronics; English; Intermediate

Locci, Lois M. Electronics as a Second Language. Cupertino, California: De Anza Community College, 1980.

Electronics; English; Intermediate

Wells, G.W. Electronics and Communications. Technical English Supplementary Readers Series. London: Longman Group Limited, no date given.

Electronics; English; Intermediate

Wilkinson, Betty. Electronic Assembly Program. San Francisco: San Francisco Community College District, 1981.

Electronics; English; Intermediate

Yeadon, Tony. Electronics. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

Energy; English; Intermediate

Jardine, Jim. Energy. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1980.

Energy; English; Intermediate

Yeadon, Tony. Energy, Fuels, and Power. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

Engineering: Chemical; English; Intermediate

Hughson, Roy V. The Language of Chemical Engineering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1979.

Environmental Studies; English; Intermediate

Yeadon, Tony. Pollution. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

General Sciences; English; Intermediate

Bolitho, A.R. and P.L. Sandler. Learn English for Science. Stu-

dent's Book and Teacher's Book. London: Longman Group Limited, 1977.

General Sciences; English; Intermediate

Croft, Kenneth and Billye Walker Brown. Science Readings for Students of English as a Second Language. New York: McGraw-Hill Book Company, 1968.

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Flood, W.E. and Michael West. An Elementary Scientific and Technical Dictionary. London: Longman Group Limited, unable to verify date of publication.

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Graham, E.C.(Editor). The Science Dictionary in Basic English. London: Evans Brother Limited, unable to verify date of publication.

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Lander, Eleanor. Science and Technology: A Reader. Rowley, Massachusetts: Newbury House Publishers, Inc., 1983.

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Lucas, D.J., H.I. James, and O.J. Simpson. A First Scientific Dictionary. Evans Brothers Limited, 1977.

General Sciences; English; Intermediate

Mahood, John, Jonathan Trench, Colin Lacey, and John Binns. The Evans English Dictionary of Science and Technology. London: Evans Brothers Limited, 1977.

General Sciences; English; Intermediate

Moore, John and Teresa Munevar. Exploring Functions. Reading and Thinking Series. Oxford: Oxford University Press, 1979.

General Sciences; English; Intermediate

Purvis, Keith. Read and Note: English Study Skills for Science and Medicine. Student Book and Teacher's Book. London: Heinemann Educational Books, 1978.

General Sciences; English; Intermediate

Stares, Martin. Core English for General Science. London: Heinemann Educational Books Ltd., 1980. A Teacher's Book is also available.

General Sciences; English; Intermediate

Swanland, Charles. Basic English for Science and Technology. Chi-

cago: Intercultural Press, Inc., to be published.

General Sciences; English; Intermediate

Yeadon, Tony. Science and Modern Life. Scientific English Readers Series. London: Cassell and Collier-Macmillan International, Inc., unable to verify date of publication.

Geology; English; Intermediate

Institute of Modern Languages. Oil: Historical Geology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Government and Law; English; Intermediate

Miller, Christopher Ransom and Sherry Royce. Government and Law. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

Health Sciences; English; Intermediate

Canario, Jack and Marilynne Mathias. Help! First Steps to First Aid. Janus Survival Guides Series. Hayward, California: Janus Book Publishers, 1980.

Health Sciences; English; Intermediate

Institute of Modern Languages. Health Service. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

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Royce, Sherry and Christopher Ransom Miller. Health. ABLEST Series. Belmont, California: Pitman Learning, Inc., 1980.

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Binham, Philip, Riitta Lampola, and James Murray. Hotel English: Communicating with the International Traveller. London: Pergamon Press, 1982.

International Trade; English; Intermediate

Norman, Sue and Clive Moffat. Export English. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

Machine Shop; English; Intermediate

Mrowicki, Linda G. VESL for Machine Tool Operations Program. Bilingual Access Program. Elgin, Illinois: Elgin Community College, 1978.

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Minnesota Curriculum Services Center. Machine Technology Modules.

White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

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Austin, David and Tim Crosfield. English for Nurses. London: Longman Group Limited, 1976.

Medicine; English; Intermediate

Minnesota Curriculum Services Center. Human Anatomy Modules. White Bear Lake, Minnesota: Minnesota Curriculum Services Center, unable to verify date of publication.

Medicine; English; Intermediate

Parkinson, Joy. English for Doctors and Nurses. London: Evans Brothers Limited, 1979.

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Purvis, Keith. Read and Note: English Study Skills for Science and Medicine. Student Book and Teacher's Book. London: Heinemann Educational Books, 1978.

Metalworking; English; Intermediate

Institute of Modern Languages. Metal Machining. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Nursing Science; English; Intermediate

Austin, David and Tim Crosfield. English for Nurses. London: Longman Group Limited, 1976.

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Petroleum Industry; English; Intermediate

Institute of Modern Languages. Oil: Petrology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

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Institute of Modern Languages. Oil: Minerology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Petroleum Industry; English; Intermediate

Institute of Modern Languages. Oil: Historical Geology. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Printing; English; Intermediate

Institute of Modern Languages. Printing. Building American English

Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

Sales and Merchandising; English; Intermediate

Institute of Modern Languages. Sales Work. Building American English Series. Silver Spring, Maryland: Institute of Modern Languages, Inc., in progress.

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Rein, David P. The Language of Advertising and Merchandising in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1982.

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Hirsch, Charles J., M.D. and James A. Curtin, M.D. Medicine. Books 1, 2 and 3. Special English Series, prepared by English Language Service, Inc. New York: Collier-Macmillan International, Inc., 1966 (Revised editions scheduled for late 1982).

Medicine; English; High Intermediate

Swales, John and Paul Fanning. English in the Medical Laboratory. Middlesex: Thomas Nelson & Sons, Ltd., 1975 (U.S. distribution--Boston: Heinle and Heinle Publishers, Inc.).

Medicine; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

Merchant Marines; English; High Intermediate

Norton, Aloysius A. and Edward W. Knutsen. The Language of the Merchant Marine in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1978.

Mining and Metallurgy; English; High Intermediate

Hall, Eugene J. The Language of Mining and Metallurgy in English.

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Petroleum Industry; English; High Intermediate

Hall, Eugene J. The Language of the Petroleum Industry in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

Physics; English; High Intermediate

Blackie, David J. English for Basic Physics. Middlesex: Thomas Nelson & Sons, Ltd., 1980 (U.S. distribution—Boston: Heinle and Heinle Publishers, Inc.). A teacher's manual is available.

Physics; English; High Intermediate

Young, Lynne and Brigid Fitzgerald. Listening and Learning: Lectures. Rowley, Massachusetts: Newbury House Publishers, Inc., 1982.

Restaurants; English; High Intermediate

Binham, Philip, Riitta Lampola, and James Murray. Restaurant English: Communicating with the International Traveller. London: Pergamon Press, 1982.

Restaurants; English; High Intermediate

Bradshaw, Michael. Restaurant Employees. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1984.

Restaurants; English; High Intermediate

Coles, M.C. and B.D. Lord. The Savoy English Course for Catering Students. Berkshire: Edward Arnold Publishing, no date given.

Restaurants; English; High Intermediate

Hall, Eugene J. The Language of Restaurants and Catering in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

Restaurants; English; High Intermediate

Wright, Kenneth. Vocational English as a Second Language for Food Production: Culinary Arts and Restaurant Management. Developmental Materials for Non Native Students. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

Sales and Merchandising; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English for Shop Assistants. English for Special Purposes Series. London: Evans Brothers Limited, 1979.

Sales and Merchandising; English; High Intermediate

Jenkins-Murphy, Andrew. The Language of Marketing in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1981.

Sales and Merchandising; English; High Intermediate

Mack, Angela. The Language of Business. BBC Audio Cassette Courses.
New York: Jeffrey Norton Publishers, unable to verify date of
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Sales and Merchandising; English; High Intermediate

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Secretarial Sciences; English; High Intermediate

Ferguson, Nicolas and Maire O'Reilly. English Telephone Conversa-
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Secretarial Sciences; English; High Intermediate

Hoban, Yvonne. English for the Secretary. Instrumental English
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Secretarial Sciences; English; High Intermediate

Sheff, Donald A. Secretarial English. New York: Regents Publish-
ing Company, Inc., 1964.

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Technology; English; High Intermediate

Drobnic, Karl, Sharon Abrams, and Marjorie Morray. Sci-Tech: Reading and Writing the English of Science and Technology. Culver City, California: English Language Services Publications, 1981.

Technology; English; High Intermediate

English Language Services, Inc. Integrated Technology: Computers, Calculators, and Communications. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., forthcoming.

Technology; English; High Intermediate

Kesten, Bob and B.C. Brooks. Scientifically Speaking. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

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Moore, John and Teresa Munevar. Discovering Discourse. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

Technology; English; High Intermediate

Slager, William R. (Project Director). English for Today, Book Four: Our Changing Technology. The National Council of Teachers of English. New York: McGraw-Hill Book Company, 1975.

Tourism; English; High Intermediate

Hall, Eugene J. The Language of Tourism in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

Tourism; English; High Intermediate

Worsdall, Vivien. Tourism. Book 2: Managers, Agents, and the Agency. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1976.

Tourism; English; High Intermediate

Worsdall, Vivien. Special English for Tourism: Charters, Tours, and the Package Deal. Macmillan Career English Series. New York: Macmillan Publishing Company, Inc., 1976.

Typing; English; High Intermediate

Bernstein, Rosella, Charles W. Gay, Robert B. Kaplan, and Ron D. Schoesler. English at Your Fingertips: A Typewriter Assisted Language Learning Program. Encino, California: English Language Services, 1975.

Survival Skills; English; High Intermediate

Adult Performance Level Project. "Coping in Today's Society." Center for Lifelong Education. New York: Harcourt Brace Jovanovich, Inc., 1979.

Survival Skills; English; High Intermediate

Hall, Eugene J. People Talking: Dialogues for High Intermediate and Advanced Students. New York: Minerva, 1980.

Survival Skills; English; High Intermediate

Motta, Janice C. and Kathryn L. Riley. Impact!: Adult Reading Skills Development. Book 3. Reading, Massachusetts: Addison-Wesley Publishing Company, 1983.

Prevocational: Getting a Job; English; High Intermediate

Jew, Wing and Robert Tong. Job Interview Kit. Hayward, California: Janus Book Publishers, 1976.

Agriculture; English; Low Advanced

Shettlesworth, Clarence, Lesis Kerr, Stephen Denny, and Martin Phillips. Agriculture. Nucleus Series: English for Science and Technology. London: Longman Group Limited, in progress.

Architecture; English; Low Advanced

Cumming, James. Architecture and Building Construction. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. Cassettes available. London: Longman Group Limited, 1983.

Aviation; English; Low Advanced

Atkinson, John and Maliha Azar. Flight. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1980.

Banking; English; Low Advanced

McGovern, John and Jean. Bank on Your English: An Elementary Course in Communication for Bank Employees. Oxford: Pergamon Institute of English, 1982.

Biology; English; Low Advanced

Adamson, Donald and Martin Bates. Biology. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1977.

Business; English; Low Advanced

Dunlop, Ian and Heinrich Schrand. Communication for Business: Ma-

materials for Reading Comprehension and Discussion. Oxford:
Pergamon Institute of English, 1982.

Business Letters; English; Low Advanced

McKellen, Joy and Mavis Spooner. Business Matters: Practice Materials in Business Correspondence. London: Pergamon Press, 1982.

Chemistry; English; Low Advanced

Hatward, Timothy, Colin Barron, and Ian Stewart. Chemistry. Nucleus: English for Science and Technology Series. London: Longman Group Limited, unable to verify date of publication.

Construction; English; Low Advanced

Cumming, James. Architecture and Building Construction. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. Cassettes available. London: Longman Group Limited, 1983.

General Sciences; English; Low Advanced

Bates, Martin and Tony Dudley-Evans. General Science. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1976.

Geology; English; Low Advanced

Barron, Colin and Ian Stewart. Geology. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes.

London: Longman Group Limited, 1977.

Maritime and Seafaring; English; Low Advanced

Blakey, Tim. English for Maritime Studies. Oxford: Pergamon Institute of English, 1982.

Mathematics; English; Low Advanced

Hall, David with Tim Bowyer. Mathematics. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1980.

Medicine; English; Low Advanced

Howard, Joanna. Preventive Medicine. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1981.

Medicine; English; Low Advanced

Kirwan, David and Tony O'Brien. Medicine. Nucleus: English for Science and Technology Series. London: Longman Group Limited, unable to verify date of publication.

Nursing Science; English; Low Advanced

Kerr, Rosalie and Jennifer Smith. Nursing Science. Nucleus: English for Science and Technology Series. Student's Book and Teacher's Notes. London: Longman Group Limited, 1978.

Petroleum Industry; English; Low Advanced

Coleman, Hywel. Petroleum: Upstream. Heinemann Science and Technical Readers Series. London: Heinemann Educational Books, 1980.

Physics; English; Low Advanced

Bowyer, Timothy and David Hall. Physics. Nucleus: English for Science and Technology Series. London: Longman Group Limited, unable to verify date of publication.

Technology; English; Low Advanced

Eisenberg, Anne. Reading Technical Books. New Jersey: Prentice-Hall, Inc., 1978.

Survival Skills; English; Low Advanced

Belina, Virginia Sweet. Planning for Your Own Apartment. Belmont, California: Pitman Learning, Inc., 1975.

Accounting; English; Advanced

Costinett, Sandra. The Language of Accounting in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1977.

Accounting; English; Advanced

Rochey-Adams, John. Accounting. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Agriculture; English; Advanced

Berkoff, N.A. Agriculture. English Studies Series. Oxford: Oxford University Press, 1979.

Agriculture; English; Advanced

Mountford, Alan. English in Agriculture. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1977.

Air Travel; English; Advanced

Akiyama, Carol. The Language of Air Travel in English: In-Flight Services. English for Careers Series. New York: Regents Publishing Company, Inc., 1976.

Air Travel; English; Advanced

Macklin, Bill and Trevor Nash. Air Travel. Special English Series.

London: Cassell and Collier-Macmillan International, Inc., 1977.

Armed Forces; English; Advanced

Graver, B.D. and K.J.T. Hoile. Military Texts. English Studies Series. Oxford: Oxford University Press, 1979.

Automotive Mechanics; English; Advanced

Yeadon, Tony. The Motor Car. Books 1 and 2. Special English Series. London: Collier-Macmillan International, Inc., unable to verify date of publication.

Aviation; English; Advanced

Jay, Stephen. The Jet Engine. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Banking; English; Advanced

Ferguson, Nicolas and Maire O'Reilly. English for International Banking. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979. (Published 1978 by Centre for the Experimentation and Evaluation of Language Learning Techniques).

Banking; English; Advanced

Ferguson, Nicolas and Maire O'Reilly. English for Bank Cashiers. English for Special Purposes Series. London: Evans Brothers, Ltd., 1978. (First published 1975 by Centre for the Experi-

mentation and Evaluation of Language Learning Techniques).

Banking; English; Advanced

Firth, James. British Banking. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Banking; English; Advanced

Firth, James. British Banking Overseas. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Biology; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

Biology; English; Advanced

Mackin, Ronald and W.F. Hawkins. Physics, Mathematics, Biology, and Applied Science. English Studies Series. Oxford: Oxford University Press, 1979.

Botany; English; Advanced

Gethin, R.H. and Ronald Mackin. Zoology and Botany. English Studies Series. Oxford: Oxford University Press, 1979.

Business; English; Advanced

Allen, Bryan. English for the Commerce Student. London: Evans Brothers, Limited, unable to verify date of publication.

Business; English; Advanced

Binham, Philip. Executive English. Three Books. London: Longman Group Limited, 1975.

Business; English; Advanced

Ferguson, Nicholas and Maire O'Reilly. English for International Banking. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979. (Published 1978 by Centre for the Experimentation and Evaluation of Language Learning Teques).

Business; English; Advanced

Jones, J. Stanley. English for the Business Student. London: Evans Brothers Limited, 1963 (Eighth Impression 1979).

Business Letters; English/German; Advanced

Bell, Terry, Roy Flindall, and Peter Treacher. Business Letters in English. Includes Teacher's Notes. London: The Centre for British Teachers Limited, 1979.

Business Letters; English; Advanced

Gordon, D. Ian. Practical Letter-Writing. London: Heinemann Edu-

cational Books, 1967.

Business Letters; English; Advanced

King, F.W. and D. Ann Cree (Revised by David O'Gorman). English Business Letters: Commercial Correspondence for Foreign Students. London: Longman Group Limited, 1962 (Revised edition, 1980).

Chemistry; English; Advanced

Allen, J.P.B. and G.W. Widdowson. English in Physical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1974.

Chemistry; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

Chemistry; English; Advanced

Hawkins, W.F., Ronald Mackin, and G.V. Taylor. Chemistry. English Studies Series. Oxford: Oxford University Press, 1979.

Computer Programming; English; Advanced

Clark, Morris Russell, Jr. "A Model for Teaching Reading through English for Special Purposes: A Short Course in the Language and Culture of Computers for Advanced Students of English as a Second Language." A Master's Degree Qualifying Paper, ESL Office,

152 Klaeber Court, University of Minnesota, Minneapolis, Minnesota 55455, 1976.

Computer Programming; English; Advanced

Robinson, Philip Bedford. Computer Programming. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Computer Science; English; Advanced

Clark, Morris Russell, Jr. "A Model for Teaching Reading through English for Special Purposes: A Short Course in the Language and Culture of Computers for Advanced Students of English as a Second Language." A Master's Degree Qualifying Paper, ESL Office, 152 Klaeber Court, University of Minnesota, Minneapolis, Minnesota 55455, 1976.

Computer Science; English; Advanced

Humby, Edward and Philip Bedford Robinson. Computers. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Computer Science; English; Advanced

Robinson, Philip Bedford. Computer Programming. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Dictionaries; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage.

New York: Longman, Inc., 1979.

Education; English; Advanced

Clarke, M.J. Anthropology, Psychology, Education, Language, Philosophy. English Studies Series. Oxford: Oxford University Press, 1979.

Education; English; Advanced

Laird, Elizabeth. English in Education. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, unable to verify date of publication.

Electronics; English; Advanced

Glendinning, Eric H. English in Electrical Engineering and Electronics. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

Engineering: General; English; Advanced

Adamson, Vera, in collaboration with M.J.B. Lowe. General Engineering Texts. English Studies Series. Oxford: Oxford University Press, 1979.

Engineering: Electrical; English; Advanced

Glendinning, Eric H. English in Electrical Engineering and Electronics. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

Engineering: Mechanical; English; Advanced

Glendinning, Eric H. English in Mechanical Engineering. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

General Sciences; English; Advanced

Allen, J.P.B. and G.W. Widdowson. English in Physical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1974.

General Sciences; English; Advanced

British Broadcasting Corporation. The Scientist Speaks. BBC Video Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

General Sciences; English; Advanced

Bolitho, A.R. and P.L. Sandler. Study English for Science. Student's Book and Teacher's Book. London: Longman Group Limited, 1980.

General Sciences; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

General Sciences; English/Spanish; Advanced

Hirschhorn, Howard H. Technical and Scientific Reader in English/

Temas técnicos y científicos en inglés. New York: Simon and Schuster (A Regents Publication), 1970.

General Sciences; English; Advanced

Huckin, Thomas N. and Leslie A. Olsen. English for Science and Technology: A Handbook for Nonnative Speakers. New York: McGraw-Hill, Inc., 1983.

General Sciences; English; Advanced

Lee Kok Cheong. Syntax of Scientific English. Singapore: Singapore University Press, 1978.

General Sciences; English; Advanced

Moore, John and Teresa Munevar. Discourse in Action. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

General Sciences; English; Advanced

Smithies, Michael. Advanced Comprehension Texts for Science Students. Special English Series. London: Collier-Macmillan International, Inc., unable to verify date of publication.

General Sciences; English; Advanced

West, Michael (Editor). A General Service List of English Words with Semantic Frequencies and a Supplementary Word-List for the Writing of Popular Science and Technology. London: Longman Group Limi-

ted, ongoing.

Government and Law; English; Advanced

Clark, Robert and Jo McDonough. Imaginary Crimes: Materials for Simulation and Role Playing. Oxford: Pergamon Institute of English, 1982.

Government and Law; English; Advanced

Clarke, M.J. History, Sociology, Politics, Economics, Law. English Studies Series. Oxford: Oxford University Press, 1979.

Government and Law; English; Advanced

Molyneux, Michael. Legal Problems. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Health Sciences; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

Hotels and Hotel Personnel; English; Advanced

Schrage-Lorden, Kate. English for Hotel Staff. English for Special Purposes Series. London: Evans Brothers Limited, 1979.

Humanities; English; Advanced

Mackin, Ronald and W.F. Hawkins. Liberal Studies. English Studies Series. Oxford: Oxford University Press, 1979.

International Trade; English; Advanced

Ferguson, Nicholas and Maire O'Reilly. English for International Banking. English for Special Purposes Series. London: Evans Brothers, Ltd., 1979. (Published 1978 by Centre for the Experimentation and Evaluation of Language Learning Teques).

International Trade; English; Advanced

Robinson, Philip Bedford. Import/Export. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

International Trade; English; Advanced

Roe, Peter, Roger Owen, and John Tully. English for International Cooperation. BBC Audio Cassette Courses. New York: Jeffrey Norton Publishers, unable to verify date of publication.

Journalism; English; Advanced

McDonald, Peter and J.C. Sager. The Languages of English Journalism: A Workbook for Students. Munich: Max Hueber Verlag, 1974.

Maritime and Seafaring; English; Advanced

Stevens, Peter. Seafaring. Special English Series. London: Cas-

sell and Collier-Macmillan International, Inc., 1977.

Mathematics; English; Advanced

Mackin, Ronald and W.F. Hawkins. Physics, Mathematics, Biology, and Applied Science. English Studies Series. Oxford: Oxford University Press, 1979.

Medicine; English; Advanced

Beitler, Lorraine and Barbara McDonald. English for the Medical Professions. Instrumental English Series. New York: McGraw-Hill, Inc., 1982.

Medicine; English; Advanced

Bloom, Gretchen. The Language of Medicine in English. English for Careers Series. New York: Regents Publishing Company, Inc., 1982.

Medicine; English; Advanced

Candlin, C.N., C.J. Bruton, J.H. Leather, and E. Woods. Doctor-Patient Communication Skills (DOPACS), Volumes I and II. Chelmsford, England: Graves Medical Audio-Visual Library, 1977.

Medicine; English; Advanced

Maclean, Joan. English in Basic Medical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford

University Press, 1975.

Medicine; English; Advanced

Methold, Kenneth and Chuntana Methold, M.D. Practice in Medical English. London: Longman Group Limited, 1975.

Nursing Science; English; Advanced

Dallas, Donald. Nursing. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Petroleum Industry; English; Advanced

Kay, Martin and Robin Goodfellow. Marketing Petroleum Products. Special English Series. London: Cassell and Collier-Macmillan International Inc., 1977.

Physics; English; Advanced

Allen, J.P.B. and G.W. Widdowson. English in Physical Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1974.

Physics; English; Advanced

Godman, A. and E.M.F. Payne. Longman Dictionary of Scientific Usage. New York: Longman, Inc., 1979.

Physics; English; Advanced

Mackin, Ronald and W.F. Hawkins. Physics, Mathematics, Biology, and Applied Science. English Studies Series. Oxford: Oxford University Press, 1979.

Sales and Merchandising; English; Advanced

Chevallier, Sheila and Carter B. Cordner. Advertising. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Sales and Merchandising; English; Advanced

Rochey-Adams, John. Marketing. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1977.

Secretarial Sciences; English; Advanced

Naidoo, Pauline, Maryvonne Bolch, and Margaret Walker. Office Practice I: Clerical Duties. Special English Series. Cassell and Collier-Macmillan International, Inc., 1971.

Secretarial Sciences; English; Advanced

Naidoo, Pauline and Maryvonne Bolch. Office Practice II: Secretarial Duties. Special English Series. London: Cassell and Collier-Macmillan, Inc., 1971.

Secretarial Sciences; English; Advanced

Naidoo, Pauline and Maryvonne Bolch. Office Practice III: Personal

Assistants. Special English Series. London: Cassell and Collier-Macmillan International, Inc., 1971.

Social Sciences; English; Advanced

Allen, J.P.B. and H.G. Widdowson. English in Social Studies. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1973.

Social Sciences; English; Advanced

Biddulph, G.M.R. Geography. English Studies Series. Oxford: Oxford University Press, 1979.

Social Sciences; English; Advanced

Clarke, M.J. Anthropology, Psychology, Education, Language, Philosophy. English Studies Series. Oxford: Oxford University Press, 1979.

Social Sciences; English; Advanced

Clarke, M.J. History, Sociology, Politics, Economics, Law. English Studies Series. Oxford: Oxford University Press, 1979.

Technology; English/Spanish; Advanced

Hirschhorn, Howard H. Technical and Scientific Reader in English/ Temas técnicos y científicos en inglés. New York: Simon and Schuster (A Regents Publication), 1970.

Technology; English; Advanced

Huckin, Thomas N. and Leslie A. Olsen. English for Science and Technology: A Handbook for Nonnative Speakers. New York: McGraw-Hill, Inc., 1983.

Technology; English; Advanced

Moore, John and Teresa Munevar. Discourse in Action. Reading and Thinking in English Series. Oxford: Oxford University Press, 1979.

Technology; English; Advanced

West, Michael (Editor). A General Service List of English Words with Semantic Frequencies and a Supplementary Word-List for the Writing of Popular Science and Technology. London: Longman Group Limited, ongoing.

Tourism; English; Advanced

Kruse, Benedict and Bettijune Kruse. English for the Travel Industry. Instrumental English Series. New York: McGraw-Hill, Inc., 1982.

Workshop; English; Advanced

Mountford, Alan. English in Workshop Practice. English in Focus Series. Student Text and Teacher's Edition. Oxford: Oxford University Press, 1975.

Zoology; English; Advanced

Gethin, R.H. and Ronald Mackin. Zoology and Botany. English
Studies Series. Oxford: Oxford University Press, 1979.

Biology; English; High Advanced

Pearson, Ian. English in Biological Science. English in Focus Series. Student's Book and Teacher's Edition. Oxford: Oxford University Press, 1978.

Business Letters; English; High Advanced

Allen, Bryan. The Business Letter. London: Evans Brothers Limited, 1978.

Engineering: General; English; High Advanced

Herbert, A.J. The Structure of Technical English. London: Longman Group Limited, 1965.

Engineering: Electrical; English; High Advanced

McAllister, James and Giorgio Madama. English for Electrical Engineers. London: Longman Group Limited, 1976 (Second impression, 1978).

General Sciences; English; High Advanced

Close, R.A. (Editor). The English We Use for Science. London: Longman Group Limited, 1974.

General Sciences; English; High Advanced

Ewer, Jack R. and G. Latorre. A Course in Basic Scientific English. London: Longman Group Limited, 1969.

Social Sciences; English; High Advanced

Stevenson, Jane L. and Susan Sprachman. Reading in Social Sciences in English. London: Longman Group Limited, 1981.

Technology; English; High Advanced

Close, R.A. (Editor). The English We Use for Science. London: Longman Group Limited, 1974.

APPENDIX A

Other Bibliographies

This section is devoted to bibliographies which have been developed recently in the fields of vocational and bilingual education as well as in the field of VESL. Since I have found these reference works to be particularly useful to this project, I have incorporated many of them in the microfiche supplement of this annotated bibliography.

Adams, Susan B. and Stephaine P. Taylor. Bibliography of Vocational Education Curriculum Materials Appropriate for Utilization with Limited English-Speaking Students or Bilingual Students. Bowling Green, Kentucky: Center for Career and Vocational Teacher Education, Western Kentucky University, 1979.

An extremely useful guide for materials and their implementation in a VESL class. Their work is included in the microfiche supplement to this bibliography.

Crandall, Jo Ann. Adult Vocational ESL. Language in Education: Theory and Practice. Arlington, VA: Center for Applied Linguistics, 1979.

In addition to providing an excellent overview of VESL, and placing VESL within an ESP context, Ms. Crandall has included a good working bibliography of VESL materials, background material, readings on ESP/VESL, and other relevant resource information.

Hemphill, David F. (Project Director) and Joann Low (Staff Development Specialist). California VESL Resource Directory. VESL Staff Development Project. San Francisco: Chinatown Resources Development Center, 1981.

This is a valuable reference guide for those interested in VESL programs and materials in California. This directory is available through the Dissemination Network for Adult Educators (see Organizational Resources for information about DNAE). I have included this directory in the microfiche supplement.

In-Service Workshop for Vocational Teachers of Bilingual Students: A Resource Guide for Teachers, Counselors, and Administrators. Springfield, Illinois: Illinois Office of Education/State Board of Education, in cooperation with Illinois State University (Normal, Illinois) June, 1979.

This excellent "resource guide was designed for use in in-service workshops for vocational teachers, counselors and administrator who work with bilingual students....The purpose of such workshops is to:

1. Sensitize vocational educators to the cultural and linguistic problems shared by many bilingual students and identify classroom and occupational situations in which these problems are potential sources of difficult and/or conflict.
2. Provide guidance in the selection and adaptation of teaching techniques and materials for bilingual vocational classes.
3. Assist participants in planning parental and community involvement programs to strengthen the overall vocational programs offered in bilingual communities.
4. Identify sources of materials and consultant assistance for the development of bilingual vocational curricula."

This collection has been taken from a number of sources and assembled by the staff of the Bilingual Vocational project. Due to its major contribution, I have included this reference resource in the microfiche supplement.

López-Valadez, Jeanne (Project Director). Bibliography of Bilingual Materials for Career/Vocational Education: A list of BESC Library Holdings. Prepared by the Bilingual Vocational Education Project. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1980.

This excellent bibliography "represents career and vocational education related holdings from the various library collections at the Bilingual Education Service Center. It is designed for use by counselors, vocational instructors, and ESL teachers working with limited English proficiency students. Among the materials listed are titles related to:

- career education
- vocational ESL

—cross cultural counseling
—assessment."

I have included this bibliography in the microfiche supplement.

McCarthy, Joann (Project Director) and Margaret T. Kang (Research Consultant). A Selected Annotated Bibliography of Educational Materials for Teachers of Limited English Speaking Vocational Students and a Selected Review of Its Literature. Vocational Programming for the LEP. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1981.

The authors' superb introduction condenses, in an extremely logical manner, what various practitioners have concluded about VESL. Their bibliography has been carefully selected, bringing previous ones up to date (to 1981). There is a thoughtful, perhaps provocative, essay regarding the state of affairs of VESL. I highly recommend this as an introductory overview to the emerging field of VESL. Because of its importance, I have included it in the microfiche supplement.

National Indochinese Clearinghouse. A Guide to Manpower/Vocational ESL. Adult Education Series. Arlington, VA: Center for Applied Linguistics, 1979.

Excellent resource, although it does not seem to incorporate much more than what is available in their previous bibliography (see following reference) nor in Crandall's bibliography. For information write:

English Language Resource Center
Center for Applied Linguistics
3520 Prospect St. N.W.
Washington, D.C. 20007

National Indochinese Clearinghouse. A Selected, Annotated Bibliography of Materials for Teaching English to Indochinese Refugee Adults. Adult Education Series (#2). Indochinese Refugee Education Guides. Arlington, VA: Center for Applied Linguistics, 1979.

An excellent bibliography of general and supplementary materials, such as ESL in specific vocational areas, employment skills, survival skills, literacy and alphabet practice, teacher aids, information on the languages and cultures of the refugees, and ordering suggestions.

Wilkins, Ernest J. Languages for the World of Work: An Annotated Bibliography. Sponsored by the Department of Education, State of Wyoming. Salt Lake City, Utah: Olympus Research Corporation, 1975.

APPENDIX B

Resource Materials for Vocational and Bilingual Education and ESP

This section is concerned with texts, handbooks, anthologies, monographs, manuals, and other resources pertinent to vocational and bilingual education and the field of ESP in general. All the materials cited here are readily available and should be part of any VESL practitioner's library.

Adams, Susan B. Serving Students with Limited English Proficiency: A Guide for Kentucky Vocational Educators. A Program Manual. Center for Career and Vocational Teacher Education. Bowling Green, Kentucky: Western Kentucky University in cooperation with the Commonwealth of Education, State Department of Education, Bureau of Vocational Education, 1981.

This manual for vocational educators is perhaps the most complete for helping LEP students I have seen. Ms. Adams enlisted the services of three national authorities in the field of vocational education for limited English proficient students, JoAnn Crandall, Mary Galván, and Jeanne López-Valadez, to review her draft of the materials. In addition, vocational educators from Kentucky also consented to review the manual. As a consequence, Ms. Adams has developed a comprehensive guide for educators. Rather than duplicate what has been done up to now in the field, she supplements and encourages educators to obtain copies of those materials which she cites throughout the manual. What Ms. Adams attempts to do in the manual is explained at the beginning: to provide informed guidance regarding the special needs of LEP students in vocational preparation. Copies of this valuable resource (source number 4380-000-006) may be ordered from:

Ms. Elsie Kennedy
Kentucky State Department of Education
Office of Research and Planning
Division of Materials and Curriculum
Capital Plaza Tower, 19th Floor
Frankfort, Kentucky 40601

Adams, Susan B. Vocational Education for Students with Limited English Proficiency: Research and Program Development in Kentucky. Center for Career and Vocational Teacher Education. Bowling Green, Kentucky: Western Kentucky University in cooperation with Kentucky Bureau of Vocational Education, 1980.

Bradley, Curtis H. and Joan E. Friedenberg. Foundations and Strategies for Bilingual Vocational Education: A Handbook for Vocational and Technical Education Personnel. Washington, D.C.: Center for Applied Linguistics, 1982.

This manual may be ordered from:

Center for Applied Linguistics
P.O. Box 4866
Hampden Station
Baltimore, Maryland 21211

(301) 338-7898

The "BVE Handbook can be called a tool (for pre- and in-service instructor training) or a resource (for implementing CEVE for bilingual vocational education). The authors begin with a chapter on the current terminology in the field, followed by a historical overview of bilingual vocational education. Then the foundations for classroom methods and strategies are introduced in a chapter outlining and discussing the rationale and philosophy of BVE. Chapters on program design and course construction follow. Each chapter concludes with either a set of exercises or sections for analysis and discussion. Appendixes consist of Multilingual (English, Spanish, Haitian, Creole, and Vietnamese) lexicons of classroom, safety, and employment terminology; an Annotated Bibliography of BVE; information on the Cloze Technique, test construction, assessment instruments, and on sources of ESL and VESL materials."

Edupac, Inc. "Vocational, Industrial, and Technical Education Textbook Series." Walpole, Massachusetts: Edupac, Inc.

Though not designed specifically for ESL/LEP students, Edupac, Inc., publishes a series of textbooks that deal with vocational, industrial, and technical education. As noted in the introduction, these materials are an excellent step to developing authentic ESL materials for a specific vocation. For a catalogue write:

Edupac, Inc.
231 Norfolk Street
P.O. Box 72
Walpole, Massachusetts 02081

Educational Cooperative Services Unit. LEP Resource Manual. St. Paul, Minnesota: Educational Cooperative Services, no date given.

This manual lists "interpreters and translators, consultants, agencies providing refugee services, ESL programs, source of cultural information and texts" for LEP students. For information, write to:

Educational Cooperative Services Unit
360 Colborne Street
St. Paul, Minnesota 55102

ELT Documents. English for Specific Purposes. The British Council: English Teaching Information Centre. London: English Teaching Information Centre, 1978.

Seven papers in this collection describe projects in English for Special Purposes: "English for Academic Purposes: Listening and Writing," "Two Approaches to ESP Using Authentic Resource Materials," "Developing a Flexible ESP Program Design," "The Foundation Course in Laboratory Procedures at King Faisal University," "English for Medical Students and the Science and Language Dilemma," "Designing Science Writing Materials," and "The Use of Video-Tape Recordings in Communication Skills."

Freudenstein, Reinhold, Jurgen Beneke, and Helmut Ponisch (Editors). Language Incorporated. Oxford and Munchen: Pergamon Institute of Language and Max Hueber Verlag, 1981.

"Twelve articles with an introduction and bibliography on language needs, linguistic factors, organizational principles and activities in the teaching of foreign languages in some 40 major multi-national companies, whose experience is regularly pooled in order to arrive at shared solutions to common problems. The industries represented include chemicals, metal processing, computers, oil, electrical engineering, electronics, aviation, automobiles, pharmaceuticals, and tobacco. A major part of the discussion concerns the role of English as a 'communication dialect' and the need, for this purpose, to tolerate the existence in its own right of an international, non-authentic variety of English. This stimulating and practical book has a relevance and importance far beyond its immediate subject."

Gage, Julia and David Prince. "Pre-Vocational English as a Second Language Project for Adult Refugees." Olympia, Washington: State Superintendent of Public Instruction, 1981.

This paper describes in detail the project undertaken to research entry-level job settings and to develop curriculum to help prepare refugees for entry-level employment.

Gawel, Joseph and José A. Rodríguez (Project Co-Coordiators). Vocational Education and the Limited English Proficiency Student: A Model Program for High Schools. Project Access. Chicago: Benito Juarez High School, no date indicated.

This booklet was developed "as a guide to assist administrators and vocational teachers in designing a program of vocational instruction for Limited English Proficiency students. Its main focus is on high school programs. The contents include identification and assessment of the problem, legislation and funding, program components, and evaluation checklist."

Goepel, Bob and Susan Voldahl (Lynda Rago, State Supervisor). The Indochinese Student: A Handbook for Vocational Instructors. State of Minnesota: Department of Education, Vocational-Technical Education, 1981.

American educators and Indochinese students are faced with a two-way adjustment and adaptation. This excellent handbook is designed to promote a better understanding between vocational instructors and their refugee students.

Haverson, Wayne W. and Judith L. Haynes. ESL/Literacy for Adult Learners. Language in Education: Theory and Practice Series. Washington, D.C.: Center for Applied Linguistics, 1982.

"The recent influx of non- and limited-English-speaking adult

learners who are nonliterate or semiliterate in their own language has created some very special problems and challenges for adult educators, particularly in the area of literacy. Just where in the learning process should literacy be taught? Should native language literacy skills be taught prior to teaching a second language (English) literacy skills? The authors' basic view is that the instructor must select materials and methods best suited to the needs of individual learners. To aid in such a selection, they provide extensive prereading checklists and activities, as well as detailed reading and writing activities and lesson plans."

Heron, Betty (Coordinator). "A Model for a Vocational English as a Second Language Program," Chicago Heights, Illinois: Prairie State College, no date given.

This paper discusses the VESL program at Prairie State College. For further information, write or call:

Betty Heron, Coordinator
VESL Program
Prairie State College
Chicago Heights, Illinois 60411
(312) 756-3110 x263

Holden, Susan (Editor). English for Specific Purposes. Grimsby, England: Modern English Publications Limited, 1977.

A collection of essays, this is the first "special issue of Modern English. The articles describe on-going work in various phases of ESP: English for Academic Purposes, English for Science and Technology, English for Occupational and Operational Purposes, and Testing.

Illinois Adult Indochinese Refugee Consortium. Handbook for the VESL Teacher. Arlington Heights, Illinois: Northwest Educational Cooperative, 1981.

Jupp, T.C. and Susan Hodlin. Industrial English: An Example of Theory and Practice in Functional Language Teaching for Elementary Learners. London: Heinemann Educational Books, 1975. Reprinted (with corrections) 1978.

The book attempts to "explore what is involved in the construction of a functional language course in elementary English both in principle and practice." It offers many valuable suggestions on setting up an on-site program in an effort to make non-native speakers more effective workers. This book belongs in every VESL practitioner's library.

Kirschner Associates, Inc. A Monograph for Bilingual Vocational Instructor Competencies. Washington, D.C.: Office of Vocational and Adult Education, U.S. Department of Education, 1981.

"The major goal of the project is to identify and assess the minimum instructional competencies needed by bilingual vocational training instructors. These competencies will provide administrators and teachers with information to assist them in planning and operating programs to train bilingual vocational instructors." This monograph is especially valuable because it includes an appendix, developed by Mary Galván, listing the minimum competencies needed by job-related ESL instructors in bilingual vocational programs. The 102 page document is available from:

National Dissemination and Assessment Center
California State University, Los Angeles
Los Angeles, CA 90032

López-Valadez, Jeanne (Project Coordinator). Vocational Education for the Limited English-Speaking: A Handbook for Administrators. Bilingual Vocational Education Project. Springfield, Illinois: Illinois State Board of Education/Adult, Vocational and Technical Education, 1979.

The publication "is a guide to assist vocational administrators and other educators in designing vocational education programs which meet the special needs of limited English-speaking persons.

It is directed to secondary, post-secondary, and adult program personnel." The handbook contains "information on LEP's in Illinois, legislation related to their education, funding sources for training and support activities, identification and assessment of LEPs, program models for serving LEPs in vocational education, implementation check list, and resource agencies and services."

Mackay, Ronald and Alan Mountford (Editors). English for Specific Purposes: A Case Study Approach. London: Longman Group Limited, 1978.

A collection of 10 articles dealing with the issue of English for special purposes. The articles are divided into three main sections: 1) The Problems Surveyed ("The Teaching of English for Special Purposes: Theory and Practice" by R. Mackay and A.J. Mountford and "Identifying the Nature of the Learner's Need," by Mackay); 2) Approaches to ESP Textbook Design ("Writing Scientific English," by J. Swales, "Teaching the Communicative Use of English," by J.B.P. Allen and H.G. Widdowson, and "Writing 'Nucleus'," by M. Bates); and 3) Case Studies: Syllabi and Materials ("A 'Social Survival' Syllabus," by R. Straker Cook, "A Programme for Post-graduate Soil Scientists at the University of Newcastle," by R. Mackay and A.J. Mountford, "Designing a Course in Advanced Listening Comprehension," by J. Morrison, "Language Practice Materials for Economists," by R.R. Jordan, and "Study Skills in English: Theoretical Issues and Practical Problems," by C.N. Candlin, J.M. Kirkwood, and H.M. Moore).

Mackay Ronald and Joe Darwin Palmer (Editors). Language for Specific Purposes: Program Design and Evaluation. Rowley, Massachusetts: Newbury House Publishers, 1981.

This volume contains an excellent set of articles regarding LSP and its relationship to ESP. The collection of seven articles ranges from LSP curriculum development, through considerations regarding needs assessments, program design, discourse analysis, and methodology, to evaluating an ESP program.

Rezabeck, Dale J. Horizon: An Overview of Vocational Education and Employment Training Services for Limited English Proficient Persons in California. Sacramento: California Advisory Council on Vocational Education, 1981.

As the title suggests, this is perhaps the best resource currently available to provide data on the California LEP population. It provides models of VESL and Bilingual Vocational Education programs and a section dedicated to funding sources. This extremely useful manual is available by writing:

California State Office of General Services
Office of Procurement
Publications Section
P.O. Box 1015
North Highlands, CA 95660

Richards, J.C. (Editor). Teaching English for Science and Technology. Singapore: Singapore University Press, 1976.

Robinson, Pauline. ESP (English for Specific Purposes): The Present Position. Pergamon Institute of English. Position Papers Series. Oxford: Pergamon Press Limited, 1980.

Ms. Robinson has written a provocative and highly informative book on ESP: its definitions, a survey of the many theoretical positions, and an analysis of current publications—perhaps the best written to date. In the appendix, Ms. Robinson critically analyzes the various ESP/EST/VESL series available to her at the time of publication. There is an extensive bibliography at the end, where she lists some 504 references to materials related to every possible phase of ESP.

Selinker, Larry, Elaine Tarone and Victor Hanzeli (Editors). English for Academic and Technical Purposes: Studies in Honor of Louis Trimble. Rowley, Massachusetts: Newbury House Publishers, Inc., 1981.

This volume, dedicated to Louis Trimble, is a collection of articles in two main areas—"1) theoretical and descriptive papers on the rhetoric and grammar of EST/EAP discourse and 2) papers on practical applications, including descriptions of programs, innovative methodology, and teaching materials..."

Strevens, Peter. Teaching English as an International Language: From Practice to Principle. Pergamon Institute of English. Language Teaching Methodology Series. Oxford: Pergamon Press, Ltd., 1980.

Of particular interest to this bibliographer was the third part of this book which is concerned with the use of English in relation to science (Teaching English for Scientific and Other Specific Purposes--Chapter 9, 'Functional Englishes,' (ESP), Chapter 10, Technical, Technological, and Scientific English (TTSE), and Chapter 11, Problems of Learning and Teaching Science Through a Foreign Language.) "Chapter 9 contains a detailed survey of ESP with a discussion of the advantages claimed for it and the prerequisites necessary to achieve these advantages. The chapter considers the relation of ESP to notional, functional, and communicative ideas, and to the developing principles of syllabus design. Chapter 10 is an analysis of 'scientific English' from the standpoint of teaching English as a foreign language. Finally, Chapter 11 discusses the special problems of the student...who learns science through the medium of English."

Swales, John (Editor). Episodes in ESP. Oxford: Pergamon Institute of English, 1982.

"15 prominent and pioneering contributions to thinking in the Science and Technology ESP mainstream--covering the last two decades--are placed in historical perspective by this stimulating collection of articles. Each 'episode' is preface with a shrewd analysis of its importance and followed by carefully chosen questions and points for consideration, which provide for exploitation by teacher trainers and trainees, teachers studying for TEFL examinations and students of applied linguistics."

Trimble, Mary Todd, Louis Trimble, and Karl Drobic (General Editors). English for Specific Purposes: Science and Technology. Oregon State University: English Language Institute, 1978.

Of particular interest is the second part of this extensive, comprehensive book—EST and Teaching. Articles in that section include "Teaching Modals in EST Discourse" by John Lackstrom, "The Development of EFL Materials for Occupational English: The Technical Manual," by R. Mary Todd Trimble and Louis Trimble, and "Developing Skills for Reading Technical Manuals," by Marsha Hara. There are several other extremely useful chapters in this book, particularly those on inanimate subjects, teaching vocabulary in ESP, and noun compounds.

Waters, Alan (Editor). Issues in English for Specific Purposes. Institute for English Language Education. Lancaster, England: University of Lancaster, 1982.

This is Volume 5 in the Lancaster Practical Papers in English Language Education Series. This issue is of interest because of its focus on ESP. "Each volume focuses on the underlying principles in the design and development of English language curricula and projects and, more particularly, on their practical application as teaching methodologies, course and learning materials design, instruments of evaluation, etc."

Wilde, Cindy. Vocational English as a Second Language: A Partnership with Industry. Sunnyvale, CA: Fremont Union High School District, 1981.

In response to an obvious need, Ms. Wilde has put together an excellent booklet detailing her experiences in trying to develop VESL programs at the work site—an effort that entailed cooperation from both academic and industrial institutions. As more non-native speakers of English join the work force, there is a greater need for joint ventures such as the ones the author describes in her manual. Contents include discussions on on-site VESL, finding companies, insights into industry, making initial contacts, developing curriculum, supervisor training, paperwork,

preparing teachers, VESL evaluation, costs, alternatives—in fact the author seems to touch upon every important aspect of setting up a program. This makes her reference booklet all the more valuable. For anyone contemplating reaching out to industry in an effort to begin a VESL program, Ms. Wilde's work is indispensable.

APPENDIX C

Journals Dedicated to ESP/VESL

Business Express.

"Business Express is a new magazine for students of business English. Published four times a year, each issue is accompanied by a cassette on which are recorded items related to reading material in the current issue of the magazine. The editors welcome articles and listening materials suitable for students of English for business. Articles should be sent to: Hilary Rees-Parnall, Editor, Business Express, 6 Garbutt Place, London W1M 4AR, England. Correspondence regarding subscriptions should be addressed to: Subscription Department, Modern English Publications, 8 Hainton Avenue, Grimsby, South Humberside, DN32 9BB, England."

CATESOL News

Peter Master has a column in CATESOL News that deals with English for specific purposes. For more information write:

CATESOL News
American Language Institute
San Francisco State University
San Francisco, CA 94132

ESMENA

Perhaps one of the best known ESP journals, Esmena is published by the English Language Servicing Unit. For information, write:

Faculty of Arts
University of Khartoum
PO Box 321
Khartoum, Sudan.

The ESP Journal: An International Journal of English for
Specific Purposes.

"The ESP Journal publishes articles reporting basic research in the linguistic description of specialized varieties of English and the applications of such research to specific methodological concerns. Topics such as the following may be treated from the perspective of English for specific purposes: discourse analysis, needs assessment, curriculum development and evaluation, materials preparation, teaching and testing techniques, the effectiveness of various approaches to language learning and language teaching, and the training or retraining of teachers for the teaching of ESP. In addition, the Journal welcomes articles which identify the aspects of ESP needing development, the areas into which the practice of ESP may be expanded, the possible means of cooperation between ESP programs and the learners' professional or vocational areas of interest, and the implications that findings from related disciplines can have for the profession of ESP."

English for Specific Purposes Newsletter.

Initially titled English for Science and Technology, by 1979 the editor felt that the new title would allow a wider angle in their coverage. This newsletter is the best available for current information regarding all aspects of ESP, including VESL. This newsletter is published by the English Language Institute at Corvallis, Oregon, that also maintains an ESP clearinghouse. On occasion, the newsletter will publish a current bibliographical list of materials received recently. A copy of my annotated bibliography will be sent to this clearinghouse for purposes of dissemination. For information concerning subscription rates and so forth, write:

English for Specific Purposes Newsletter
EST Clearinghouse
English Language Institute, Extension Annex
Oregon State University
Corvallis, Oregon 97331

APPENDIX D

Organizational Resources

In this section, I have grouped resource information centers, organizations dedicated to ESP/VESL, and other resources I found valuable during the tenure of this grant. I have also included a description of a model adult VESL program, Valley Vocational Center, currently in operation in southern California.

Bay Area Council on Vocational Training for the Limited
English Proficient.

This is a professional organization for San Francisco Bay Area educators who are involved in vocational training for Limited English Proficient adults. The organization lists as its goals:

"To promote vocational training for limited English proficient adults by setting up links between education and industry.

To develop methods and materials related to training and employment for limited English proficient adults."

For further information, contact:

Darien Louie
BACVTLEP Membership
1617 University Avenue
Berkeley, CA 94703

Careers Information Consortium.

The Careers Information Consortium distributes informative sheets describing various professional/vocational alternatives. These sheets are labeled VIVA (Vital Information for Vocational Alternatives) and may be obtained through the office of the:

Santa Clara County Superintendent of Schools
Instructional Services Division
Program Development Department
San Jose, CA 951110

Dissemination Network for Adult Educators.

The Dissemination Network for Adult Educators is an important source for obtaining publications dealing with adult learners.

The DNAE offers information, in-service training, and technical assistance in order to provide you with the most innovative adult education products available. Among its many publications, it provides two excellent resource guides in the area of Vocational English as a Second Language (VESL):

1. California VESL Resource Directory, invaluable for those researching models and materials for establishing a VESL class or program.
2. VESL: A Partnership with Industry, a monograph by Cindy Wilde which takes you step-by-step through one of these models, the establishment of VESL classes for industry employees at their work site.

In addition, the center is about to publish a third publication related to VESL. Produced by the ACJA Staff Development Project, the current working title is Approaches to Employment Related Training for Limited English Proficient Adults.

If you would like further information regarding VESL or any of the areas mentioned in the DNAE brochure, please call toll free, in California only, (800) 672-3494, or write to:

Jane Zinner, Director
Dissemination Network for Adult Educators
1575 Old Bayshore Highway
Burlingame, CA 94010
(415) 692-4300 or (415) 692-2956

ERIC Clearinghouse on Language and Linguistics

ERIC has two searches of the ERIC database for researchers and educators in English for Special Purposes (556) and Languages for Special Purposes (464). The charge for these is \$10.00 each and they may be ordered (prepaid) through:

User Services
ERIC Clearinghouse on Languages and Linguistics
3520 Prospect Street, N.W.
Washington, D.C. 20007

Indochinese Materials Center.

A good resource for materials available for refugee training and orientation is the:

Indochinese Materials Center
U.S. Department of Education
324 East 11th Street, 9th Floor
Kansas City, Missouri 64106

They have available "donated works that have the purpose of assisting with the education and resettlement of Indochinese refugees. The collection consists of copies of textbooks for teaching English, other curricular materials and supplementary materials from many sources. The IMC has volunteered to furnish the supplementary materials to educators free of charge (except in those cases where another source and/or a charge are listed in the bibliography)."

Institute for English Language Education.

This Institute offers an intensive training course for teachers of English for Specific Purposes, particularly, but not exclusively, in the areas of Technical, Scientific and Vocational English. For details and application forms, write:

The Secretary: In-Service Courses
Institute for English Language Education
University of Lancaster
Bowland College
Lancaster
England LA1 3YT
Telephone: (0524) 65201 Ext. 389
Telex: 65111 (Univlib Lancstr)

Lakeshore Curriculum Materials Company.

The Lakeshore Curriculum Materials Company has produced an excellent catalogue of materials available for survival, and

prevocational skills. The materials are from a variety of publishers and are designed for the adult learner. For information write to:

Lakeshore Curriculum Materials Company
P.O. Box 6261
Carson, CA 90749

In California call collect: (213) 537-8600 or (714) 551-8182.
Outside California call, toll free, (800) 421-5354.

Melton Peninsula, Inc.

Melton Peninsula, Inc., has published the Bilingual Vocational Oral Proficiency Test (BVOPT). "The BVOPT is a test of English speaking and listening skills in two parallel forms. The test measures language skills critical to success in a vocational setting." For further information, write:

Melton Peninsula, Inc.
111 Leslie Street
Dallas, Texas 75207
(800) 527-7830

Occupational Training Institute.

The Occupational Training Institute is a VESL project run by the Foothill-De Anza Community College District. Areas of Skill Training include: Office Occupations; Machine Tool Operator; Quality Control Inspector; Semiconductor Operator; Electronic Technician; Electronic Drafting; Vocational Occupational Language Training; and Basic Skills. For more information, contact:

Occupational Training Institute
850 West McKinley Avenue
Sunnyvale, CA 94086

Project VESL.

"Project VESL (Vocational ESL)...provides vocationally oriented English instruction to twenty-two CETA clients. The participants attend classes for three hours a day, five days a week. The objective of the project is to provide ESL instruction within the framework of job-seeking skills. It is expected that students will be placed in learning programs that will lead to employment after completing the VESL course." For additional information about the program, write to:

Natalie Gust
311 E. Front Street
Plainfield, N.J. 07060

Valley Vocational Center.

La Puente Valley Adult Schools, Hacienda La Puente Unified School District, has perhaps one of the most comprehensive VESL programs in California. According to their brochure, the purpose of the program is:

- *to determine the specific language needs of a vocation or occupation.
- *to develop curriculum and materials to meet those needs.
- *to provide ESL instruction focused on those needs.
- *to work with vocational instructors
 - a) enlisting their expertise in developing curricula and materials
 - b) assisting them in applying ESL teaching techniques to their vocational teaching.

VESL at Valley Vocational Center (VVC) focuses on:

- *terminology specific to the vocation.
- *verbs necessary to the vocation, idioms and expressions used in the work situation, pronunciation practice as determined by the language needs,

following directions and giving commands, making requests, asking and answering questions, describing work done, small talk necessary to job performance, reading (signs, work orders, catalogs, specifications, etc.) writing (part names, size, prices, etc.), and specific vocational job preparation (job application and interview techniques).

For information regarding Valley Vocational Center, write:

VESL—Indochinese Project
Valley Vocational Center
15359 E. Proctor Avenue
City of Industry, CA 91744
(213) 961-1073

APPENDIX E

Selected and Partially Annotated Articles and Presentations on VESL and Related Topics

The intent in this section was to focus more on VESL than on other subareas of ESP. It is for that reason that I have excluded many excellent presentations, workshops, and general sessions dealing with the field of ESP.

Abrams, Sharon and Karl Drobnic, "Teaching Special English without Becoming a Specialist." Presented at CATESOL, San Diego, April 1980.

"A frequent dilemma in the ESP classroom is how to teach the English of a specific subject without being a specialist in the subject. Several techniques for accomplishing this will be the focus of this presentation. Techniques covering writing, language lab, videotape, and film will be discussed. Stress will be on proven, practical approaches that are likely to be immediately useful to the practicing teacher. The presentation will draw on the resources of the ESP Clearinghouse and highlight techniques developed by Morley, Lawrence, Weissberg, Drobnic, Abrams, Todd Trimble and Trimble, and others. The session makes the distinction that while ESP as an approach is novel to traditional ESL, in application it stresses the use of many proven techniques."

Albrecht, Ann, "Developing VESL Learning Modules: A Sample Approach," presented at the TESOL conference in Toronto, Canada, March 1983.

This demonstration included "a model for developing VESL materials based on both specific and cross-occupational tasks and incorporates a functional/communicative approach."

Applebaum, Sheila R, "English in the Workplace: A Dual Process," presented at the TESOL conference in Toronto, Canada, March 1983.

In this presentation, the author outlined "the rationale, administrative and assessment procedures for creating a Workplace program developed at the Toronto Board of Education that has been used on-site in hospitals, factories, educational institutions, and hotels."

Armstrong, Fiona, et. al., "Making it in the Real World," paper presented at the New York State ESOL/Bilingual Education Conference, 1976.

Describes a project which tried to "facilitate the movement of ESL students to a vocational training class." They stress the importance of developing language skills.

Asgari, Judy Mc Coy and Michael P. Grove, "VESL Materials Development: Tuning Up English in Auto Mechanics," presented at the CATESOL Annual State Conference, Monterey, CA, April 3-5, 1981.

"This presentation by ESL instructors from Evergreen Valley College, San Jose, details the procedures used and the materials created for one of many VESL courses planned at Evergreen. The materials displayed are for Automotive Technology, though future plans include courses in drafting, nursing, welding, computer programming, engineering technology, and business. The course was the result of the close collaboration of ESL and auto mechanics instructors in a team-teaching, audio-visual approach, using both ESL techniques and auto mechanics realia. Exercises to accompany tapes and other visuals range from contextualized vocabulary and grammar practice to communicative, real-life situations." They outlined procedures followed in course development, from needs assessment to plans for evaluation, as well as demonstrated materials created for use in the course.

Baxter, James, "Vocational ESL: The Industry Connection." Rap Session: Adult Education Interest Section Co-Sponsored with Refugee Concerns Interest Section, at the TESOL conference in Toronto, Canada, March 1983.

"VESL providers are seeking a partnership with industry. Yet such a relationship is not an easy one to build. In this rap session, participants (were) invited to discuss issues such as (1) how to sell to industry; (2) education vs. training; (3) VESL as Human Resource Development; (4) developing an organizational perspective; (5) what industry can teach us; (6) program evaluation and the bottom line; (7) where to from here?"

Bell, Jill, "Industrial English: The Levi-Strauss Project," presented at TESOL in Ontario, Canada, December 1981.

"Purpose: the development of a prototype kit of English in the Workplace Materials. This session includes a demonstration of this multi-media kit and an examination of the methodology of curriculum development for workplace classes."

Brown, P. Charles and Norma D. Mullen, "English for Computer Science Purposes," a demonstration at TESOL, Detroit, Michigan, March 1981.

The objective was to demonstrate how to develop a curriculum and materials for a special purpose English language course that will provide the skills required to fully benefit from a computer science training program.

Caldwell, Diana, "ESL and the Tourist Industry in Alaska," presented at the TESOL conference in Toronto, Canada, March 1983.

This paper dealt with the joint effort by Alaska Pacific University's English Language Institute and Travel Industry Management program to design and implement a "Pre-Vocational ESL for the Hotel Industry." Details include "an analysis of the type and functions of language involved in work/social interactions and vocational training sessions" and other factors which comprise a successful program.

Chitlik, Paul, "Use of Bilingual Aides in VESL Classes," a presentation at the Summer VESL Institute, San Francisco State University, San Francisco, June 1981.

"Paul Chitlik is the Curriculum Coordinator with the Long Beach City College IRAP Project. He coordinates a large Prevocational/

Occupation-specific VESL program and has developed staff training materials in the area of bilingual aide training and utilization in a VESL program."

Crandall, JoAnn, Nick Kremer, and K. Lynn Savage, "Designing Effective Vocational ESL Programs and Materials," a workshop presented at TESOL, San Francisco, March 1980.

"As increasing numbers of limited English-speaking students are entering vocational training programs, ESL programs are being challenged to integrate more effectively language instruction with vocational/technical training. However, there are few models, resources, or materials available for those who wish to meet the occupational needs of their students. This colloquium was a working session for people actively involved in VESL, especially in program design and materials development."

Deters, David, "Job-Related English Helps Refugees," Voc Ed, June 1982, 33-34.

The article discusses the attempts of joining an ESL curriculum with the needs of the local industry in Muscatine, Iowa. The article outlines the work/language functions needed to succeed in the three industries available in that town: Diesel mechanics, Microfil filing production, and turkey evisceration and processing plant.

Dowling, Barbara Tolley and Marianne McDougal, "Business English: Utilizing Academic and Community Resources," a presentation at CATESOL, Sacramento, March 1982.

"Increasingly, ESP practitioners, as well as ESL professionals previously uninvolved in English for Business and Economics, are required to design and teach business language courses. This paper provides a framework for exploiting existing native speaker materials and resources in the various fields of business. An outline of techniques for developing contacts and locating suitable materials, as well as resource bibliography, is presented."

Dresner, Joanne, "An Approach to Materials Development for Vocational ESL," a presentation at CATESOL, San Diego, April 1980.

"The basic considerations for developing materials in Vocational ESL are 1) the situations in which students need to be competent and 2) the cultural awareness and language skills that students need in order to function successfully in each situation. Recordings of natural speech in vocational settings have been used both to determine specific objectives and to create realistic teaching material." The presenter then indicates how these recordings can be used in the development of VESL materials.

Feuille, Carolyn, Nick Kremer, and Linda West, "Vocational ESL Teaching Techniques for Low-Level Adult Learners," a presentation at TESOL, San Francisco, March 1980.

"The Vocational ESL project at Valley Vocational Center is supporting LES vocational students with occupational-specific ESL in the vocational classroom as part of their formal training. Due to the lack of commercial VESL materials, the VESL instructors have turned to the vocational instructors teaching at the same site for input in producing authentic occupational-specific ESL modules."

Gage, Julia and David Prince, "Vocational English: Preparing for a First Job," TESOL Quarterly, 16, No. 3 (September 1982), 349-358.

An excellent article dealing with materials design and function of prevocational ESL training.

Gage, Julia and David Prince, "VESL—What Are We Promising? and Can We Deliver?, presented at the Second Annual Conference, Bay Area Council on Vocational Training for the Limited English Proficient, San Francisco, June 1982.

This presentation was the general session for the workshops held that day. Their workshop dealt with materials development and program planning for VESL.

González, B., "Adult Vocational ESL: A Case Study," a presentation at TESOL, Honolulu, Hawaii, May 1982.

Hargreaves, Anna, "VESL," a presentation at the Summer VESL Institute at San Francisco State University, San Francisco, June 1981.

Focus included improving the language proficiency of immigrants in the work place and providing employers with skills for effective cross-cultural communication.

Hargreaves, Anna, "VESL Materials Development," workshop presented at San Francisco State University, San Francisco, June 1981.

In the summer of 1981, an ESL/VESL Summer Institute was held at San Francisco State University, sponsored by the Vocational ESL Staff Development Project (Chinatown Resources Development Center) and the ACSA ESL Staff Development Project. Anna Hargreaves, Visiting Scholar from England, was the coordinator of the VESL portion of the workshop. The principal aims of the workshop were to identify communication problems in a work context, to draw on a variety of available resources, to assess the needs of students, to design a course for Vocational ESL, using the notional functional approach, and to prepare materials for such a course. As a consequence, those of us who participated developed a packet of useful practical materials which were later collated, typed and distributed by the sponsors to all the participants.

Johns, Ann and Patrick Carmichael, "ESP Curricula: Some Unanswered Questions," presented at TESOL, Detroit, March 1981.

Ms. Johns and Mr. Carmichael conducted a discussion of ESP programs, course development, and research. All agreed on the problems, many of them sharing the same difficulties in materials development, even though they were developing materials in different fields. The results of sharing the problems led to a discussion of how people worked around these problems and to suggestions of different resources that could provide help. There was a strong feeling that there is a need to always have a specialist/informant who can discover just what needs to be taught.

Jorgensen, Aldamay and Nancy Backman, "Methods and Techniques in Prevocational ESL," presented at CATESOL, Monterey, CA, April 1981.

"This presentation outlined methods and materials compiled and used throughout the introductory year of a prevocational program at East San Diego Adult Center. The aim has been the presentation of prevocational information interconnected with essential communicative skills. The students not only acquire the necessary job inquiry skills, but are furthered in their efforts to communicate with their native American speaking co-workers with a series of mini-dialogues entitled 'Small Talk.'"

Kremer, Nick, "Techniques for Needs Assessment in VESL," a demonstration at TESOL, Detroit, March 1981.

The focus of this demonstration was on approaches that could be used to determine the language needs of particular occupations. Using vocational/occupational resource persons, observing work situations, interviewing employees and employers, and reviewing written sources were some of the topics covered in his presentation.

Master, Peter, "Vocational ESL (VESL)," CATESOL News, 14, 3 (October 1982), 5.

Mr. Master has a column, English for Specific Purposes, in CATESOL News. In the October issue, he discusses VESL and its implications regarding materials development.

Mikitik, William J., Carmen Croppi, Margo J. Ingalls, and Candis Carbone, "Manpower English: ESL in an Indochinese Refugee Resettlement Program," presented at TESOL, San Francisco, March 1980.

"Tacoma Community House has designed Manpower English to provide refugees with vocationally-related language, job information, and job-hunting skills required to secure meaningful full-time employment."

Nam, Eileen and Marc Gwan, "English Proficiency as a Predictor of Vocational Training Success," presented at the TESOL Conference in Toronto, Canada, March 1983.

The presenters described "how applicants were selected for a vocational training program for Indochinese refugees." Then, they offered "data...to support the claim that in fact English proficiency is the best predictor of success in training."

Nelson, Ed, "Job Preparation for the Limited-English Speaking Adult," presented at CATESOL, Monterey, April 1981.

"Second language students are often either unable or reluctant to respond to information concerning education and work experience or to general and job-specific questions on application forms and in interviews." His presentation dealt with techniques to help these people with filling out forms and at interviews.

Prince, David and Julia Lakey Gage, "Some Considerations in Adult Vocational ESL," ERIC/CLL News Bulletin, 5, 3 (May 1982), 1, 6-7.

The authors offer suggestions for training recent refugees who have little formal education for entry level positions in industry and later training them for improving their job advancement possibilities. After discussing the work of Jupp and Hodlin, Fine and Wiley, and Galvan and Gonzales, the authors present what they have learned after a series of vocational training projects with ESL components allowed them to conduct needs assessments for local refugees.

Rudd, Jack, "Vocational ESL for Agricultural Occupations," presented at CATESOL, San Diego, April 1980.

"The Ceres Unified School District is developing a vocational education approach to ESL instruction...combining techniques with two vocational education curricular areas--Farm Equipment Operation and Maintenance and Agricultural Secretary Bookkeeper."

Scheraga, Mona and Jean D'Arcy Maculaitis, "VESL: Bridge Over Troubled Waters--Help is Here!," presented at the TESOL conference in Toronto, Canada, March 1983.

In their demonstration, the presenters showed how to get assistance from all sectors of the college community, from administrators to students through vocational instructors, to cope with NEP/LEP students in entry level vocational courses.

Siefer, Nancy, "Vocational English as a Second Language (VESL) Materials: Doing Away with Beginner, Intermediate and Advanced Levels," a paper presented at the TESOL conference in Toronto, Canada, March 1983.

"The linguistic/vocational model and materials developed at Mesa Community College, Mesa, Arizona for limited English speaking students differ markedly from traditionally developed/adapted materials. The materials are not simplified versions of vocational texts which divide language and language learners into

beginners, and so forth. Rather, linguistic input to the learner is held constant and the tasks required of each student vary according to difficulty. Thus, materials do not have to be written on three or more levels and proficiency is defined by the degree of capacity to perform a terminal behavior related to the vocational language."

Thomas, Lee, "Developing ESP Materials: A Case Study." presented at CATESOL, Sacramento, March 1982.

This was an excellent presentation, covering step by step how Ms. Thomas was able to organize a successful VESL program for busboys in Reno. Distributed were superb handouts giving examples of the materials she had developed, as well as bibliographical information in the field of ESL, VESL, and Bilingual Education.

Thomas, Toni, "Helping Vocational Instructors Train Limited English Proficient Students," presented at the Summer VESL Institute, San Francisco State University, San Francisco, June 1981.

Ms. Thomas presented several opinions and stereotypes of vocational instructors and ESL instructors. She addressed the issue of "myths" and presented several excellent ideas on how to go about dealing with vocational instructors in order to develop appropriate occupation-specific language materials.

Waters, Alan, "Designing Materials for Technical English," a nine hour workshop presentation, TESOL, Detroit, March 1981.

Mr. Waters presented a comprehensive workshop which initially examined research in teaching technical English to ESL students, materials, and methodology. Following the extensive presentation, Mr. Waters demonstrated a technique for adapting materials for ESP purposes, which involved working in groups. The groups acted out the possible activities that students could perform. Along with

presenting the model, Mr. Waters continually stressed the importance of teaching sub-technical vocabulary during the course of the student activities.

West, Linda, "Authentic Language in Vocational ESL," presented at CATESOL, Monterey, April 1981.

Ms. West recorded many dialogues and conversations in the work place. From these, she developed ESL lesson plans and student handouts. This was an excellent presentation for those interested in learning about materials design in occupation specific vocational ESL.

West, Linda, "General ESL Students with Vocational Goals: What can the Teacher Do Besides Job Applications and Small Talk?," presentation at CATESOL, Sacramento, March 1982.

Ms. West's presentation dealt with assessing student needs, and discussing general vocational ESL, workable teaching techniques and other job communication related topics. Of particular interest were the language functions which she found to be common to several vocations. These include: requesting work, following instructions, clarifying/verifying, reporting, explaining, apologizing, warning, giving advice, requesting help, checking if work is ok, and getting more information. Equally significant was her presentation on how to enhance commercial materials for vocational ESL. The example she used dealt with clarification.

Wilde, Cindy, "Contacting Industry with VESL," presented at the CATESOL conference, Monterey, April 1981.

In this presentation, Ms. Wilde discussed organizing classes with industrial companies.

Wilkinson, Betty, "Occupation-Specific VESL Language Needs Assessment and Teaching Techniques," Summer VESL Institute, San Francisco State University, San Francisco, June 1981.

Ms. Wilkinson presented the participants with handouts of her materials for Electronics Assemblers, which were discussed in detail.

Wylie, Dovie, "Evaluating Aspects of Non-Native Employees' Spoken English," presentation at CATESOL, Sacramento, March 1982.

"Managers and supervisors in Bay Area industries often have non-native speakers working for them. They evaluate these employees' spoken English, whether consciously or not, and act on these evaluations...This study uses the company's employees both as subjects and as evaluators." The results were particularly significant for those teaching ESL in business and/or industry.

APPENDIX F

VESL Curriculum Survey/ Questionnaire Results

At the initiation of this grant, I devised a questionnaire, a copy of which is included in this section, and, consequently, distributed it at the CATESOL conference held in Monterey, April 1981. In addition, the questionnaire was sent to the participants of the VESL workshop held at the San Francisco TESOL conference. Over 100 of these questionnaires were returned. This section presents a summary of the responses to two questions on the survey (questions 3 and 9).

I. Based on the results of the survey, the following materials are most commonly used in vocational ESL courses:

Addison-Wesley materials

American Kernel Lessons

Dixson exercises

Department of Labor Publications

EDD materials

VESL Electronic Assembly Module (Toni D. Thomas)

English for Adult Competency (Prentice-Hall)

English for Occupations

English Self-Taught (the tapes)

English Sentence Structure

English That Works (Scott, Foresman)

Everyday English

First Course in Technical English (Heinneman)

Follett Coping Skills Series

Health Tech (Teacher developed materials at Long Beach City College)

Pre-Vocational Workbook (Institute of Modern Languages)

Introduction to Business (Lerner)

It's Up to You (Longman)

MLVS Materials

Modulearn

New Horizons in English

Nursing School Assistant (Teacher developed, Long Beach City College)

Reading Technical Books (Eisenberg)

Sewing (Teacher developed, Long Beach City College)

Shop Made Easy (Frank E. Richards Publishing Co.)

Side-by-Side

Steppingstones (Addison-Wesley)

Threshold (The Language Learner)

The Turner Career Guidance Series

VESL Basic Upholstery Module (Valley Vocational Center, La Puente, CA.)

VESL Basic Welding Module (Valley Vocational Center)

Blueprint Reading for Welders (Delmar)

Writing for a Specific Purpose (Sandra McKay and Lisa Rosenthal)

In addition to the above, some of the respondents mentioned that they also used the following materials:

Job specific materials; language master materials; Machine Shop VESL curriculum materials developed by the Minnesota Department of Education (see bibliographical entry under R.D. Bold); operating manuals; self-made, teacher made materials (some in consultation with the workplace and/or union specialists); and tutors.

II. According to the survey, most people would like to see materials developed in the following areas:

1. Needs assessment materials (screening instruments) for vocational classes).
2. Translated safety rules and tests.

3. Materials that focus on the student as

consumer
immigrant
renter, and so forth

4. a VESL clearinghouse (a central storehouse of curriculum and curriculum guides that work so that development can be shared)

5. VESL workshops

6. Visual aids

- a. ditto master materials
- b. films
- c. line drawings of tools for classroom demonstration
- d. photographs and materials with large print
- e. videotapes of processes and procedures

7. Job Specific/VESL materials which incorporate any one of the following aspects:

- a. vocabulary and function lists for separate vocations
- b. modules for already skilled/trained immigrants
- c. grammar exercises
- d. notional/functional exercises
- e. high-interest low-level vocational reading texts
- f. vocabulary exercises; real life dialogues; practice opportunities.
- g. listening comprehension and direction exercises
- h. materials appropriate for individual, small group, and classroom usage

8. Job Specific/VESL materials for the following areas:

agriculture; air conditioning; autobody repair; automotive technology; bank tellers; bilingual secretaries; business; business telephone; clerical; construction; drafting mechanics; electronic assemblers; electronics; machine operators; management; personal counseling; science and technology; secretaries; tourism; welding; and woodwork.

Evergreen Valley College



3095 Yerba Buena Road
San Jose, California 95121
(408) 274-7900

President
Gerald H. Sirelitz, Ed D.

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April 16, 1981

Dear

Two years ago, at the TESOL Conference in San Francisco, you attended a VESL pre-conference Workshop. Subsequently, we all received a mailing list compiled by one of the presentors of all the participants. Since then, much has been developed in the area of VESL instructional materials. This past January, I was awarded a grant to develop and disseminate an inventory and classification of vocational education curriculum materials for limited English speaking students, especially Indo-Chinese.

Because of your expressed interest in VESL, I would appreciate your filling out the enclosed questionnaire and returning it to me at your earliest convenience. The survey was distributed at the CATESOL Conference two weeks ago and the results have been most encouraging. Your participation will be greatly appreciated.

Yours sincerely,

Gustavo Valadez,
Project Director

(584)

The ESL program at Evergreen Valley College (San José, California) has just received a VEA grant from the Chancellor's Office, California Community Colleges, to gather and catalogue all materials that have been developed in the field of Vocational ESL. In addition, we will be producing an annotated bibliography of those materials and disseminating it to all community colleges in California and any other institution or individual who requests it. This bibliography will also be distributed to other community based agencies upon request. Your assistance in filling out this questionnaire will be greatly appreciated. When completed, please deposit this questionnaire in the green box labeled VESL Grant Survey, located next to the registration table.

Name _____
Institution _____
Address _____

Telephone Business: _____ Messages _____

1. Does your institution have an ESL program with a vocational component?
_____ Yes _____ No
2. If so, is (are) the vocational ESL course(s) offered as
_____ "pre-vocational"
_____ concurrently with vocational courses
_____ other (please explain)
3. What materials are you using in the vocational ESL course(s) (i.e., Longman's, Regents, your own, a combination)?
4. What is the general student population in your vocational ESL component?
Please indicate approximate percentage in each of the following groups:

_____ Indochinese	_____ Hispanic
_____ Japanese	_____ Middle Eastern
_____ Filipino	_____ Eastern European
_____ Other(s)	

5. Would you list the vocational ESL courses you offer? Are they specific (i.e., English for Business, English for Automotive Technology, English for Drafting, etc.) or general (i.e., English for Science and Technology, Technical English Writing, etc.)? Would you indicate length of the course(s) after the title (i.e., six-hour workshop, semester, quarter, etc.)?

6. What skills do you focus on?

_____ Reading _____ Listening Comprehension _____ Oral Communication
_____ Writing _____ Other (Please explain)

7. What is the structure of your course(s)? _____ modularized _____ lecture
_____ individualized _____ lab _____ combination _____ other (please explain)

8. If you do not currently have an ESL vocational component, are you in the process of developing one? _____ Yes _____ No

Do you plan to develop one in the near future? _____ Yes _____ No

9. What would you like to see developed in the field of vocational ESL?

10. May I contact you at a later date for additional information? _____ Yes _____ No

11. Would you like a copy of the results of this survey? _____ Yes _____ No

12. Would you like a copy of the annotated bibliography? _____ Yes _____ No

Thank you for your time. If you would like to discuss this with me further, I can be reached at the following address:

Gustavo Valadez, Project Director
ESL Program
Evergreen Valley College
3095 Yerba Buena Road
San José, CA 95135

Office: (408) 274-7900, x6674
Messages: (408) 270-6451
Home: (408) 297-8343

(586)

APPENDIX G

Table of Contents for A MICROFICHE SUPPLEMENT

I. Useful Resources

- A. A copy of English for Specific Purposes newsletter.
- B. A copy of Network News published by Dissemination Network for Adult Educators.
- C. A Monograph for Bilingual Vocational Instructor Competencies.
- D. In-Service Workshop for Vocational Teachers of Bilingual Students: A Resource Guide for Teachers, Counselors, and Administrators.
- E. Horizon: An Overview of Vocational Education and Employment Training Services for Limited-English Proficient Persons in California.

II. Bibliographies

- A. JoAnn Crandall, Adult Vocational ESL.
- B. Susan B. Adams, Bibliography of Curriculum Materials.
- C. David F. Hemphill, California VESL Resource Directory.
- D. Bibliography of Bilingual Materials for Career/Vocational Education: A List of BESC Library Holdings.
- E. JoAnn McCarthy and Margaret Kang, A Selected Annotated Bibliography of Educational Materials for Teachers of Limited English Speaking Vocational Students and a Selected Review of Its Literature.

III. Sample VESL Materials

- A. Jeff Galbraith, Vocational English as a Second Language for Automotive Technology. Elgin, Illinois: Elgin Community College, 1981.
- B. Larry Hepburn, Project Director, and Masako Shin, Curriculum Development Specialist, Multi-Cultural, Competency Based, Vocational Curricula Series: AUTO BODY REPAIR. (English, Spanish, and Laotian). Illinois: Department of Adult, Vocational, and Technical Education, 1981.
- C. William Peet, Jr., Anne Miller, Alfred G. Hoel, and Katherine E. Hubbard, AUTOBODY REPAIR: Teacher's Manual for Speakeasy, Hearsay, and Reading Right. Honolulu, Hawaii: Honolulu Community College, 1977.
- D. Alfred G. Hoel, Katherine E. Hubbard, and Marybeth Clark, AUTOBODY REPAIR: Reading Right, A Text for Reading, Volume 1. Honolulu: Honolulu Community College, 1977.
- E. Anne Miller, AUTOBODY REPAIR: Hearsay, A Listening Workbook, Series A Video Lectures. Honolulu: Honolulu Community College, 1977.
- F. William Peet, Jr., AUTOBODY REPAIR: Speakeasy, A Text for Speaking, Volume 1. Honolulu: Honolulu Community College, 1977.
- G. Ofelia G. Berzabal, AUTOBODY REPAIR: Ilocano Translation Manual for Reading Right. Honolulu: Honolulu Community College, 1977.
- H. Park, Yong-Ok, AUTOBODY REPAIR: Korean Translation Manual for Hearsay. Honolulu: Honolulu Community College, 1977.
- I. Phan Van-Tahn, AUTOBODY REPAIR: Vietnamese Translation Manual for Speakeasy. Honolulu: Honolulu Community College, 1977.
- J. Judy Asgari, Michael Grove, and Gustavo Valadez, English for Auto Mechanics. San Jose: Evergreen valley College, 1981.